PLATEAU PC USERS GROUP, INC GAZETTE

June 2025

This Month's General Meeting
Tuesday, June 10, 2025
will start at 3:00 P.M. @
FFG Christ Lutheran Church

June 10th Program
@ 3:00 P.M.

This month's program will be directed by our President George Senstock.

We will have our 4th annual discussion on streaming.

This time we will focus on weeding through the confusing options and methods to organize your subscriptions and episodes watched**.**

Wear Your Colors Proudly
June 14th FLAG DAY
24myfashiony.com

Saturday, June 14, 2025

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 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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Bob Willis		

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Windows Update May 2025 Issues

Microsoft released security updates for Windows on May 2025 Patch Day, which included a cumulative update for Windows 10 Version 22H2 and Windows 10 Version 21H2 (KB5058379).3 Some users have reported issues with the update, including **prompts that suggest the system is "starting over" or encountering errors during the installation process**.3 If you are experiencing such issues, you can try the following steps:

1. **Check for Updates Manually**:

   o Open the Start menu, type "Windows Update," and select the result.

   o Click the "Check for updates" button to manually check for updates.

   o If the update is not downloaded automatically, click the "Download & install all" button.

2. **Download and Install Manually**:

   o Visit the Microsoft Update Catalog to download the update manually.

   o Install the update from the downloaded file.

3. **Troubleshoot Windows Update**:

   o **Run the Windows Update troubleshooter to identify and fix issues**.

   o If the troubleshooter opens the Microsoft Store and offers to download a helping app, you can try other troubleshooting methods.

4. **Postpone Updates**:

   o If the update continues to cause issues, you can postpone it for a few weeks and extend the postponement if necessary.

If these steps do not resolve the issue, you may need to seek further assistance from Microsoft Support.

** 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

Microsoft Word: How to Stop Annoying Automation in Word

Microsoft Word Tips & Tricks

STOP CHANGING MY TEXT

Does Microsoft Word automatically number a list of items even when you want a different look or format to a numbered list? How do you stop Word from automatically changing the text you enter into a document? Although the standard options in Word are designed to help make it easier to enter and format document text, some options can actually get in the way of creating documents. Find out how to get back control of your documents by making a few easy changes to the options in Microsoft Word to stop annoying automation in this article or watch this video:

Why Text Automatically Changes in Word

Does it seem like Word randomly changes the capitalization or spelling of text in a document? **AutoCorrect** is to blame. As the name indicates, AutoCorrect automatically corrects the spelling of commonly misspelled words but also makes other changes, including capitalizing the first letter in a sentence, table cell, or line of text. To review your choices and stop annoying automation in Word:

1. Pick **File > Options**.

2. Select **AutoCorrect Options** from the **Proofing** category.

3. Choose the **AutoCorrect** tab (Word 365 screen shown) and uncheck any option that gets in the way of adding your text.
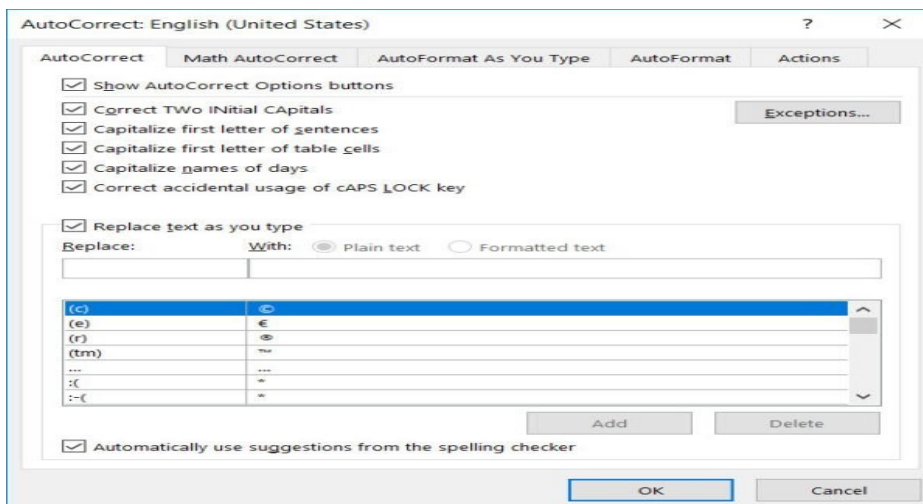
How to Stop Automatic Outlines & Numbered Lists You Don't Want

Have you ever tried to create your own numbered list or outline with letters and then watched the numbering or formatting change once you press **[Enter]** for the next line? This is a huge annoyance if you want to

build your own custom layout for an outline rather than working with the choices in Word.

Do you type your email address or website into a document and then watch as it suddenly changes to blue underlined text (a hyperlink)? Do you ever enter fractions or quotes that automatically re-format?

You are a victim of **AutoFormat As You Type**, a common Word ailment. Although some of these options can be helpful, turn them off if they get in the way of your work. To customize Word so that it works for you and not against you:

1. Choose **File > Options**.

2. Pick **AutoCorrect Options** from the **Proofing** category.

3. Choose the **AutoFormat As You Type** tab (Word 365 screen shown) and uncheck any option that gets in the way of typing your text. Choices include smart quotes (different open and close quotes), fractions, hyperlinks to websites and email addresses, and automatic numbering.
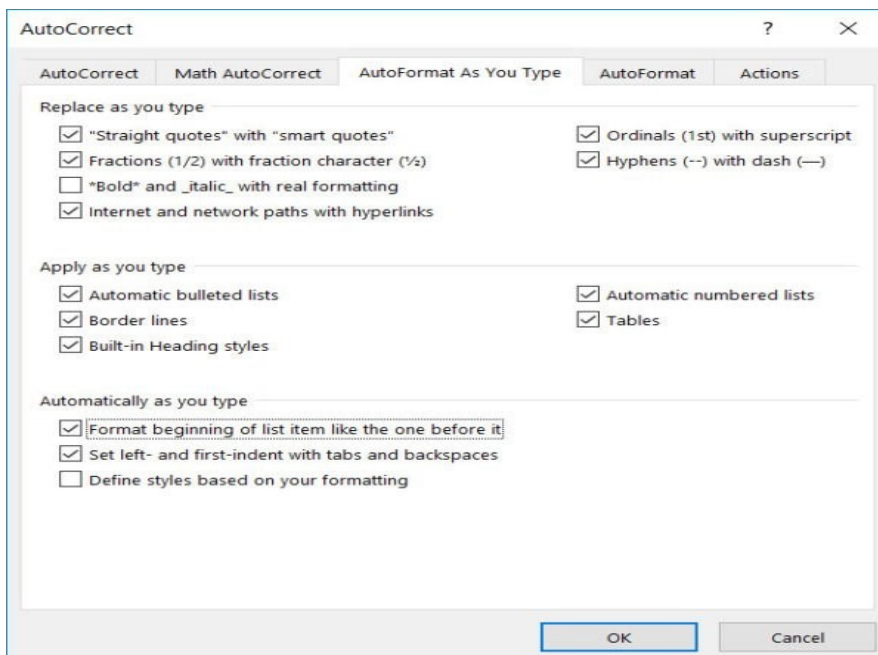
I recommend you uncheck all of the options in the last two sections, including **Automatic numbered lists**. You can still turn on the automatically numbered list any time *you* want them. If you work with a lot of multi-level outlines and lists, you'll want to keep the choice to **Set left- and first-indent with tabs and backspaces** found in the bottom section. Turn off choices in the 1st section as desired. Pick **OK** to finish.

Automatic numbered and bulleted lists and outlines can still be created from the **Home** tab (Paragraph group) in the Ribbon. Other formatting choices such as hyperlinks or special symbols can still be added to Word documents as needed

Microsoft Office: The Disappearing Ribbon

Microsoft Office Tips & Tricks

What does your Ribbon look like? Can you see all of the icons and options, or are they hidden? One of the common questions I hear from participants in my speaking and training sessions for Microsoft Office programs is why their Ribbon looks different than mine because their Ribbon has "disappeared."

Although the Microsoft Office Ribbon is command central for your Office programs, the Ribbon can be minimized when you want more vertical screen space to focus on your work. To learn more, follow the steps below in this article or video.

How to Hide or Display the Microsoft Office Ribbon
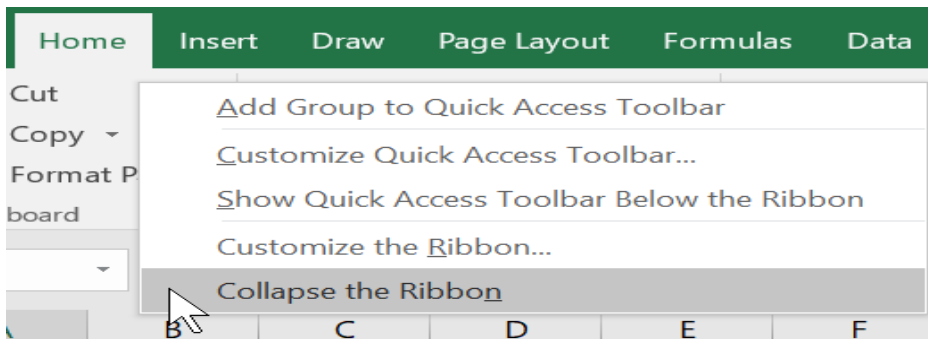
To collapse or restore the Ribbon, try these options:

- Right-click the Ribbon or Quick Access toolbar and select **Collapse the Ribbon** from the shortcut menu. Repeat again and uncheck the option to restore the Ribbon.

- Double-click on the active tab to collapse. Double-click on any tab to re-display the full Ribbon.

- Minimize the Ribbon using the **[Ctrl] + [F1]** toggle, which leaves only the tabs.
  Press **[Ctrl] + [F1]** again to restore the Ribbon.

- Click once on the **Ribbon Display Options** button in the upper-right corner of the program window (next to the Windows management buttons). Choose from options to **Auto-hide Ribbon**, **Show Tabs**, **Show Tabs and Commands**. *The look of this button varies with each version of*
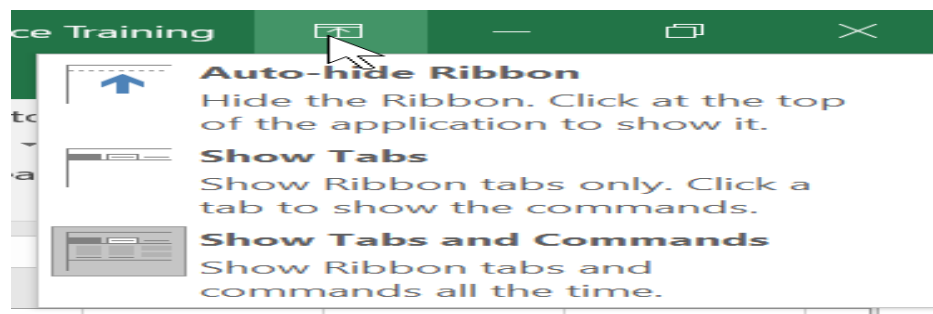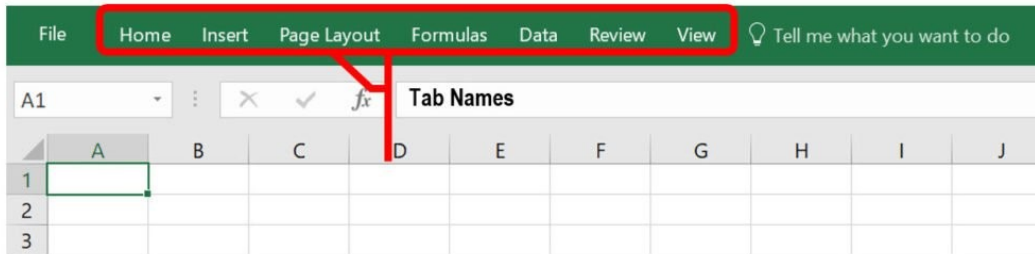

Microsoft Office.

Unless you use it frequently, the **Auto-hide Ribbon** option might be too extreme as it can be easy to forget you enabled this feature on purpose. If you choose **Show Tabs** or any of the other choices listed above, you'll free up more vertical space yet still see the tab names.

When you want to work with a command while the Ribbon is minimized, simply click a tab containing a tool you want to use, and the Ribbon will display until you make your choice. Then, it will disappear again as you continue to work. Whether you use a keyboard shortcut or a mouse action, it's easy to customize how you want to display the Microsoft Office Ribbon. And no more disappearing Ribbon … at least not by accident!

Difference between Linux and Windows

Linux: Linux could be a free and open supply OS supported operating system standards. It provides programming interface still as programme compatible with operating system primarily based systems and provides giant selection applications. A UNIX operating system additionally contains several severally developed parts, leading to UNIX operating system that is totally compatible and free from proprietary code.

Windows: Windows may be a commissioned OS within which ASCII text file is inaccessible. it's designed for the people with the angle of getting no programming information and for business and alternative industrial users. it's terribly straightforward and simple to use. The distinction between Linux and Windows package is that Linux is completely freed from price whereas windows is marketable package and is expensive. Associate operating system could be a program meant to regulate the pc or computer hardware Associate behave as an treater between user and hardware. Linux is a open supply package wherever users will access the ASCII text file and might improve the code victimisation the system. On the opposite hand, in windows, users can't access ASCII text file, and it's a authorized OS. Let's see that the difference between Linux and windows:

Linux Vs. Windows

Here is a detailed comparison between Linux and Windows:

S. No	Linux	Windows
1.	Linux is an **open-source** operating system.	Windows is **not** an open-source operating system.
2.	Linux is **free of cost**.	Windows is **paid** and requires a license.
3.	**File names are case-sensitive**, meaning file.txt and File.txt are different.	**File names are case-insensitive**, meaning file.txt and File.txt are treated
4.	Uses a **monolithic kernel**.	Uses a **hybrid kernel**.
5.	**More efficient and stable**, especially for servers and developers.	**Less efficient** due to resource-intensive processes.
6.	Uses **forward slash (/)** for directory separation.	Uses **backslash (\)** for directory separation.
7.	**More secure** with better user control and fewer vulnerabilities.	**Less secure** due to higher susceptibility to malware and viruses.
8.	Preferred by **hackers and security experts** due to its open-source nature and control.	**Not widely used for hacking** as it lacks built-in security tools.
9.	Has **3 types of user accounts**: (1) Regular, (2) Root, (3) Service Account.	Has **4 types of user accounts**: (1) Administrator, (2) Standard, (3) Child,
10.	**Root user** has all administrative privileges.	**Administrator user** has all administrative privileges.
11.	In Linux, you **can have two files with the same name** but different cases (File.txt and file.txt).	In Windows, **you cannot have two files with the same name** in the s

Linux

Linux is a free and open-source operating system built on **UNIX standards**. It provides a programming interface still as program compatible with operating system primarily based systems and provides giant selection

applications and it is highly customizable and widely used in **servers, develop-ment** environments**, cybersecurity,** and **embedded systems**.

A UNIX operating system additionally contains several developed parts, leading to a UNIX operating system that is totally compatible and free from proprietary code. **Linux** allows users to access, modify, and distribute its source code, making it a preferred choice for developers, system administrators, and ethical hackers.

Key Features of Linux:
· **Open-Source Nature:** Unlike Windows, Linux distributions (distros) such as **Ubuntu, Debian, Fedora, and Arch Linux** offer full access to the source code, allowing users to modify and optimize their system.
· **Security & Stability:** Linux is known for its robust security, providing built-in us-er **privilege** control, fewer vulnerabilities, and better protection against **malware and viruses** compared to Windows.
· **Lightweight & Efficient:** Many Linux distributions, including **Arch Linux and Linux Mint**, are lightweight and optimized for performance, making them faster than Windows, es-pecially on older hardware.
· **Diverse Software Support:** The Linux ecosystem supports a vast range of applications, from open-source alternatives to proprietary software. Users can install programs using package managers like **Pacman** (Arch Linux)**, APT** (Debian/Ubuntu)**,** and **DNF** (Fedora).
· **Linux vs. Windows for Developers:** Linux provides powerful tools, including terminal-based programming, shell scripting, and support for multiple programming languages, making it ide-al for developers, DevOps engineers, and data scientists.
· **Linux Rolling Release Model:** Distros like **Arch Linux** follow a rolling release model, en-suring users always have the latest updates without needing to install a new version.
·

Where is Linux Used?
· **Servers & Cloud Computing:** Linux dominates web servers, with distributions like Cen-tOS**,** Ubuntu Server**,** and Debian powering most of the **internet and enterprise cloud infra-structure**.
· **Cybersecurity & Ethical Hacking:** Tools like Kali Linux and Parrot OS make Linux the top choice for penetration testing**,** network security**,** and ethical hacking.
· **Gaming on Linux:** With improvements like **Steam Proton, Lutris,** and **Wine**, gam-ing **on** Linux has significantly improved, allowing users to play Windows-based games with better compatibility.

Windows
Windows is a proprietary operating system developed by **Microsoft**, designed for ease of use, software compatibility, and business applications. Unlike **Linux**, which is an open-source operating system, Win-dows restricts access to its source code, making it a closed-source OS where modifications are not per-mitted by users.

Windows is widely used for personal computing, gaming, enterprise solutions, and office environments, primarily due to its intuitive **Graphical User Interface (GUI),** plug-and-play functionality, and exten-sive software ecosystem. It is ideal for users with no programming knowledge, offering a simple **point-and-click interface** for effortless navigation.

One of the major differences between Linux and Windows is that **Linux is free and open-source**, where-as **Windows requires a paid license** for installation and use. Different editions, such as **Windows 10**

Home, Pro, and Enterprise, cater to various user needs, but they all require a **product key** or subscription model (Windows 365) for activation.

Key Features of Windows

- **Graphical User Interface (GUI):** A visually appealing and easy-to-use environment with Start Menu, **Taskbar**, and File Explorer.

- **Software Compatibility:** Supports Microsoft Office, Adobe Suite, and a vast range of **third-party** applications that are not available on Linux.

- **Gaming Performance:** Offers DirectX, high-end GPU driver support (**NVIDIA**, **AMD**), and compatibility with AAA games, making it the preferred choice for **gamers**.

- **Hardware Support:** Works seamlessly with a wide range of printers, scanners, and USB peripherals without needing additional drivers.

- **Regular Updates:** Receives security patches and feature update**s** through Windows Update, but major version upgrades require **reinstallation** (e.g., Windows 10 to Windows 11).

Note: While Windows excels in user-friendliness and software availability, it lacks the flexibility, security, and customization found in Linux distributions. Since it is a closed-source operating system, users cannot modify the source code, limiting customization compared to Linux-based systems like Ubuntu, Arch Linux, and Fedora

Linux or Windows which one is Better for You?

Choosing between Linux and Windows depends entirely on your needs, technical expertise, and usage preferences. Both operating systems excel in different areas, catering to different types of users. Below is a breakdown to help you decide which OS suits you best.

Choose Linux If:

- **You value security and privacy** – Linux is inherently more secure, with fewer vulnerabilities and better access control.

- **You want a free and open-source OS** – No licensing fees, full access to source code, and freedom to modify as needed.

- **You prefer customization and control** – With distros like Ubuntu, Arch Linux, and Fedora, you can fine-tune everything.

- **You are a developer or system administrator** – Linux provides powerful command-line tools, scripting capabilities, and server optimizations.

- **You work in cybersecurity or ethical hacking** – Kali Linux and Parrot OS are widely used for penetration testing.

- **You need a lightweight OS for old hardware** – Linux runs efficiently on low-end machines with minimal resource usage.

- **You want a rolling release model** – Arch Linux and other distros provide continuous updates without major version upgrades.

Choose Windows If:

- **You want an easy-to-use OS with plug-and-play functionality** – Windows is designed for non-technical users.

- **You need proprietary software like Microsoft Office or Adobe Photoshop** – These applications are natively supported on Windows.

- **You are a gamer** – Windows has better gaming support with DirectX, NVIDIA/AMD drivers, and compatibility with all major games.

- **You require seamless hardware compatibility** – Windows supports printers, USB devices, and peripherals without extra setup.

- **You prefer official customer support** – Microsoft provides dedicated support for Windows users, unlike Linux, which relies on community forums.

- **You are a business user or working in a corporate environment** – Most businesses rely on Windows-based applications for daily operations.

We will have our 4th annual discussion on streaming. This time we will focus on weeding through the confusing options and methods to organize your subscriptions and episodes watched.

Shortcuts

By Mike Moore,
 Editor, Bowling Green Area Microcomputer User Group, Kentucky
www.bgamug.org
ml.moore@insightbb.com

Obtained from APCUG with the author's permission for publication by APCUG member groups.

Why do some icons on your desktop have a little white arrow embedded in the picture?

These are shortcuts (sometimes called links). They are small files that represent and "point to" the real thing. When you double -left-click on a shortcut icon, Windows reads the location of the file to open from within the shortcut file, then opens the target file. Shortcuts are, in the lingo of computer programmers, symbolic links to actual files. They don't contain any of the file's information—they just point to it. In real terms: if Peoria, Illinois was a file, then its shortcut would be the map telling you how to get there.

Why do we use shortcuts? Why not just put the real, actual file on your desktop? There are several reasons. First, since a shortcut does not contain any of the target file's information, it can be deleted without damaging the file it points to. Therefore, placing

shortcuts on the desktop (or in any directory) is safer. Accidental deletion of these links will not affect anything other than you may lose track of where your file was!

The other reason is that you can have many shortcuts and place them anywhere you might need quick access to your file. For example, when we give away computers, we organize the software links in various folders on the desktop. There's a folder for

Educational software and Game software links, and for the software that is both Educational and Fun, we put links to the same program in both the Educational and Game folders. You can rename shortcuts to anything you want, and it won't affect the real name of the file they point to.

Shortcuts are also portable! If I know for sure that a program will be in a certain place on nearly every PC, I can e-mail a link to someone and tell them to place it on their desktop. Double-clicking on it should open that file on my recipient's PC! E-mailing

a link is much more of a sure bet than e-mailing an executable file—because most e-mail servers just won't allow executables (files ending in .EXE) to be sent!

How does one create a link? The best way is to find the file you want the link to refer to, then do a single right-click on it. This brings up a context menu where you can create the shortcut. Once the shortcut is created you can move it to any directory or to the desktop.

For creating desktop links, Windows provides a shortcut wizard that allows you to create a shortcut for any file type including a web page or another folder. From anywhere on the desktop, right click and select 'New' and then 'Shortcut' to activate this wizard.

Tech-Support

"Why do you want to speak to a human? I'm smart, patient and not rude."
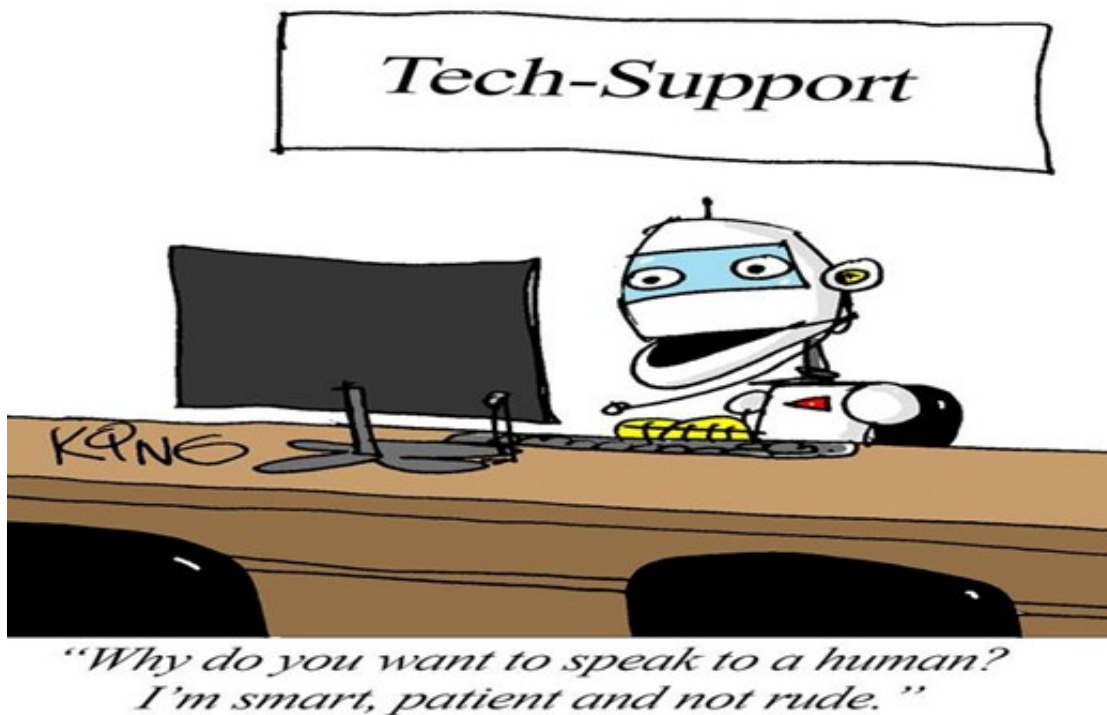
Vote for PPCUG Officers Election on June 10, 2025

Suggested candidates slated for PPCUG Board include:

(For the period July 2025 through June 2026)

President: George Sengstock
Vice President: Charlie Merrick
Treasurer: Richard Del Frate
Secretary:*   Richard Del Frate

Write In: ***Susan Wright McKay**

Directors at Large:

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

Important Message

PPCUG Board Election 2025/2026

The above names are the current slated names for the upcoming election in this this year's June General Meeting.

We are asking (or pleading) with the membership for more nominations to join as additional board members or even replace any of the above names.

Please do your bit to help keep our computer club operating into the future.

This will be your chance to have your word heard at the General Meeting on Tuesday, June 10, 2025

How to Create Easy PDF Documents in Microsoft Office

Microsoft Office Tips & Tricks

Did you know that you can create a PDF document in Microsoft Office without Adobe Acrobat? Converting a file to a PDF helps preserve formatting, fonts, and layout and makes it more difficult to change the document.

Although Acrobat offers many additional features, the built-in PDF option in Microsoft Office may be all you need if you'd like to quickly create a PDF document from Microsoft Word, Excel, or PowerPoint.

(This option is available in all recent versions of Microsoft Office, including Office 365, Office 2021, Office 2019, and Office 2016.)

To create a PDF from Microsoft Office:

1. Open an existing Word document, Excel workbook, or PowerPoint presentation.

2. Choose the **File** menu and pick **Export**.

3. From this option, click **Create PDF/XPS Document**, and then from the right pane, click the **Create PDF/XPS** button.

4. Enter an appropriate name and location and click **Publish** to convert the document into PDF format.

That's it! Try these easy steps to create your next PDF file.

Although you may not need Adobe Acrobat for simple documents, when do you need Acrobat or similar programs?

· Creating fillable forms

· Controlling document security

· Applying redaction features

· Working with commenting and reviewing features

· Creating and managing a PDF from multiple sources

· Applying and reviewing document accessibility (Section 508-compliance)

Revised April 2025

Plateau PC Users Group, Inc.

Application for Membership for 2025-2026

------- 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 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:

_____

_____

_____

July 2025

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