



# PLATEAU PC USERS GROUP, INC GAZETTE



**July 2022**

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 [www.PPCUGinc.com](http://www.PPCUGinc.com) July 2022  
"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB"

Volume 28 Issue 7

**This Month's General Meeting**  
**Tuesday, July 12, 2022**  
**will start at 3:00 P.M. @**  
**FFG Christ Lutheran Church**  
**Social Distancing is recommended.**  
**Face Mask coverings are optional**

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

## **A Brief Introduction to 3D Printing**

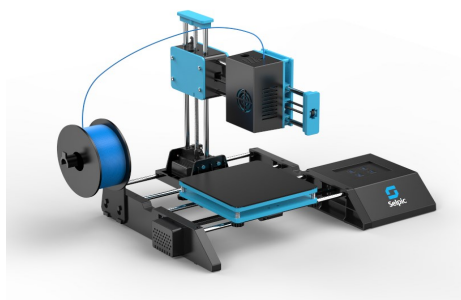
This month's program will be given by a new member Chuck Wardin.

He will show you some of the ins and outs of 3D Printing, outlining:

First – What it Isn't  
Now What It Is  
Common Types of 3D Printers

And a closer look at:  
Design  
Slicing  
Printing

Chuck will follow up with any questions you may have



**Monday, July 4, 2022**

## **Inside This Issue**

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

**Location:** Christ Lutheran Church  
481 Snead Drive, Fairfield Glade TN

### Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged \$3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group. Our Club cannot exist without you, the members.

#### **Membership Dues**

Our annual dues are now payable July 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	\$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".

### 2022-2023 PPCUG, Inc. Board Members



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#### **Directors at Large**

Alan Baker	Gordon Botting	Jim Buxton
Barbara Duncan	Carl Nordeen	Bob Willis



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

## Cool Tips & Sites

### E-mail connection Explained POP vs. IMAP

Requests to explain some terms you often see in connection with email, POP and IMAP. I've also tossed SMTP as a bonus definition.

#### POP3

Post Office Protocol 3. This kind of server stores your incoming messages on the server until you use an e-mail client like Outlook or Thunderbird to download them to your computer. Generally, those messages are then deleted from the server. You can then only access those messages on the computer where you've downloaded them.

#### IMAP

Internet Message Access Protocol. This type of server lets you access your e-mail without downloading it to a computer. You can read, edit or delete the messages right on the server. The messages will remain on the server until you choose to delete them.

You can access your e-mail from other computers or mobile devices. More and more people are moving to IMAP for the convenience of being able to access their e-mail at any time from any device.

#### SMTP

Simple Mail Transfer Protocol. This server is only for outgoing e-mail. You can use it with a POP3 or IMAP server.

So, if you see an error referring to SMTP - it's talking about outgoing e-mail.



**\*\* 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



## Open the Windows Snipping Tool With a Keyboard Shortcut



MAHESH MAKVANA

@maheshhari



Need to quickly take a screenshot on your PC? If so, Windows' built-in Snipping Tool is just a keyboard shortcut away. This tool lets you capture screenshots in various shapes and also allows you to edit them. We'll show you how to launch it.

### **Launch Snipping Tool With a Windows Keyboard Shortcut**

To open the built-in Snipping Tool on Windows 10 or 11, press the Windows+Shift+S keyboard shortcut on your keyboard.

Once you press those keys, your screen will turn darker indicating the tool is active. At the top of your screen, you will see five icons, four of which allow you to choose the shape for your screen shot.

Here's what clicking each icon does, from left to right:

**Rectangular Snip:** This is the default option and it captures your screenshots in a rectangular shape.

**Freeform Snip:** If you'd like to capture screenshots in a freeform way, select this option.

**Window Snip:** This option captures the entire window of a specific app open on your PC.

**Fullscreen Snip:** This captures your entire screen, including all your open windows and even the taskbar.

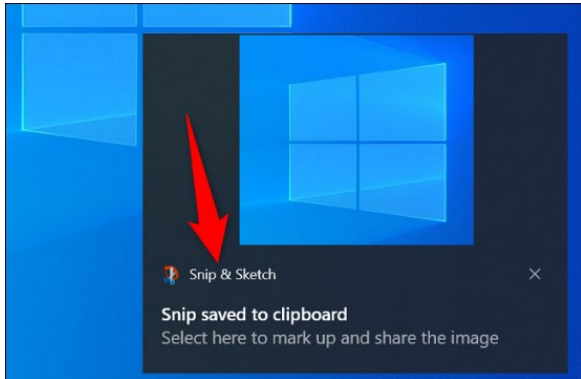
**Close Snipping:** If you don't wish to take a screenshot, click this option to close the tool.



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When you capture a screenshot, Snipping Tool displays a notification in the bottom-right corner of your screen. Click this notification to open Snipping Tool with all its features.



### Useful Keyboard Shortcuts for Windows' Snipping Tool

In addition to having a keyboard shortcut for opening Snipping Tool, you have multiple shortcuts to access the features within this tool.

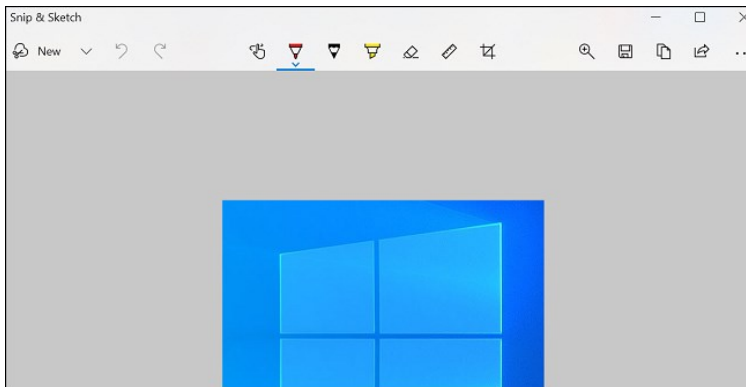
Here are a few of the useful shortcuts you may want to use when Snipping Tool is open:

**Ctrl+N:** Use this to take a new screenshot.

**Ctrl+S:** To save your current screenshot in your chosen folder and selected file format, press this shortcut.

**Ctrl+C:** This copies your current screenshot to your clipboard.

**Ctrl+P:** You can print your screenshot with this option.



And that's how you open Windows' built-in screen capture tool to make and edit your screen shots. Very useful!

## **The Easiest Way to Create a Mail Merge in Microsoft Word**



**SANDY WRITTENHOUSE**

@sandystachowiak



When you need to print letters or send emails to many customers, clients, or employees, you can do so quickly using a mail merge. With the mail merge wizard in Microsoft Word, you can set this up in just minutes.

A mail merge lets you compose the base of the message, insert the names, and create all the letters at one time. The nice part about Word's mail merge wizard is that you can use an existing list or create one on the fly. You can also customize various parts of the letter and use the merge for labels or envelopes in addition to emails and letters.

### **Table of Contents**

#### **Create a Mail Merge in Word**

##### **Add the Recipients**

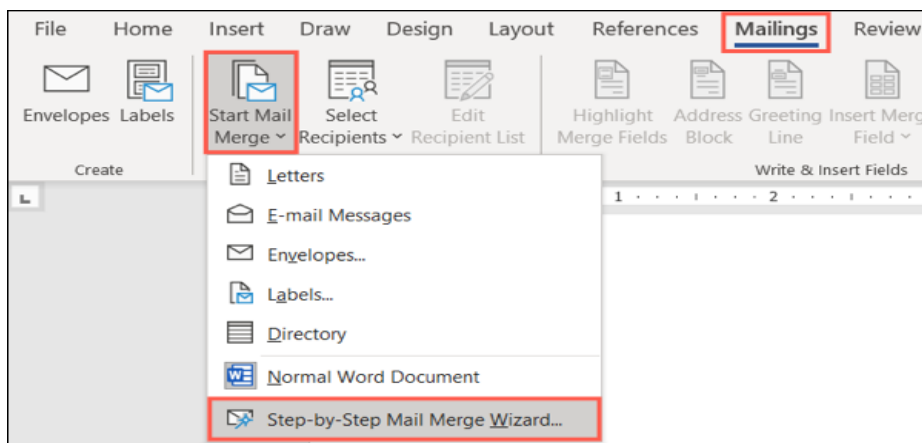
##### **Complete Your Message**

##### **Preview and Send the Emails**

#### **Create a Mail Merge in Word**

With the popularity of sending business emails, as opposed to physical letters, let's use an example of creating an email mail merge. Open a Microsoft Word document and compose your message.

When you finish your message and are ready to create the merge, go to the Mailings tab. Use the Start Mail Merge drop-down arrow to select "Step-by-Step Mail Merge Wizard."

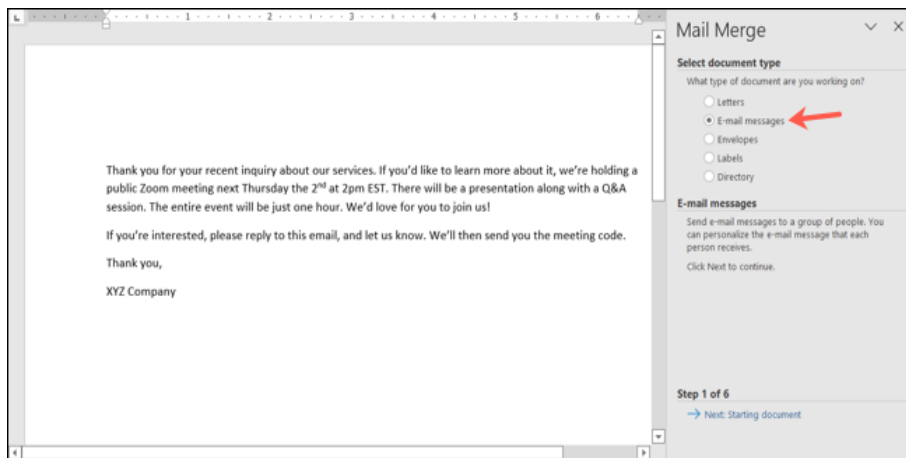


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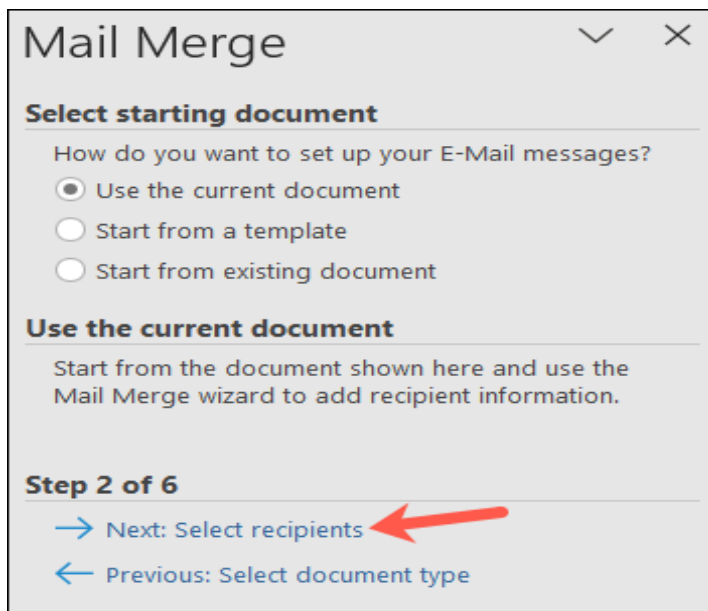
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You'll see a sidebar open on the right which walks you through the mail merge process. Mark the Email Messages option at the top and click "Next: Starting Document" at the bottom.



Next, choose the Use the Current Document option. If you do want to start fresh with a template or from a different document, choose that option instead.

Click "Next: Select Recipients" at the bottom of the sidebar.



## Add the Recipients

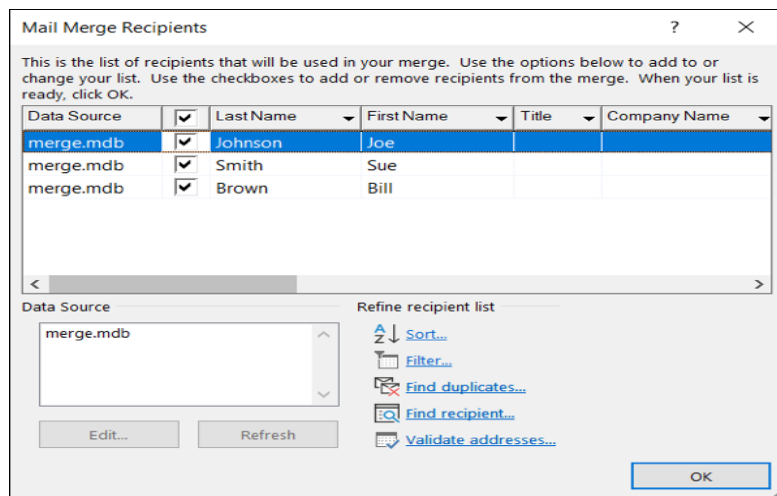
Now you can select your recipient list or create one with the following options.

**Use an Existing List:** Pick this option and click "Browse" to locate your file. When it opens in Word, you'll see a box where you can refine your list if you like. Sort, filter, find duplicates,

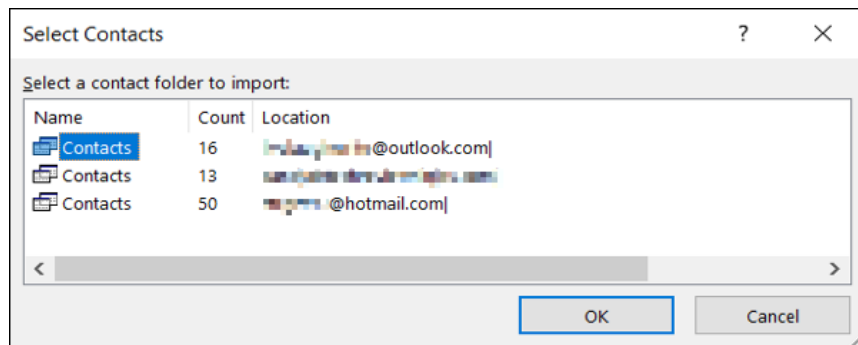
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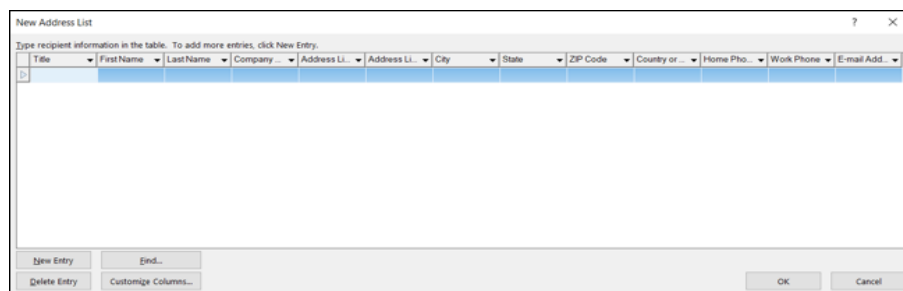
or validate the addresses. You can also use the checkboxes to select and deselect recipients.



**Select From Outlook Contacts:** Mark this option and click “Choose Contacts Folder” to pick the folder. You’ll then see the contacts from that folder appear in a box just like above where you can refine your list.



**Type a New List:** Pick this option and then click “Create” to enter the recipients’ details in the pop-up window. You can use any of the fields you like and customize the columns.



After you select your recipients, click “Next: Write Your Email Message” at the bottom of the sidebar.

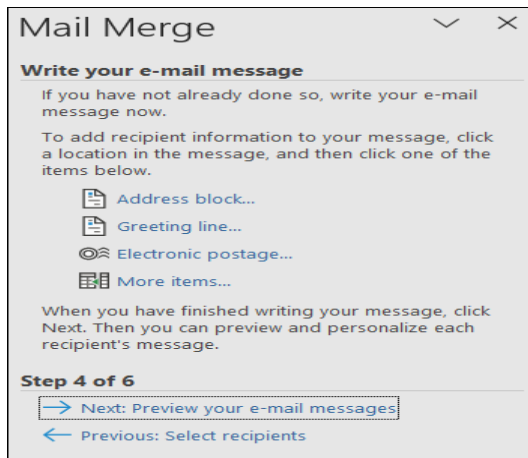
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## Complete Your Message

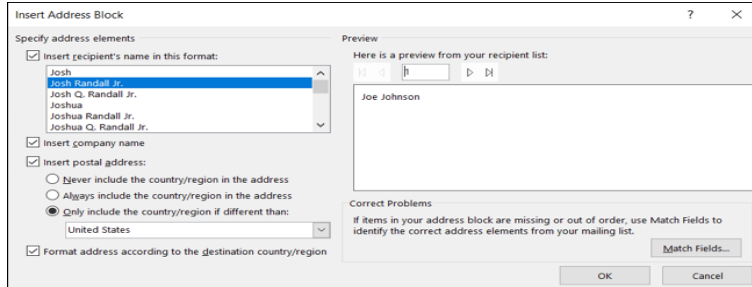
You can then choose from the blocks you see to add the recipient details to your message.



The 'Mail Merge' dialog box is titled 'Mail Merge' with a dropdown arrow and a close button. It contains the following text: 'Write your e-mail message', 'If you have not already done so, write your e-mail message now.', 'To add recipient information to your message, click a location in the message, and then click one of the items below.', and four options: 'Address block...', 'Greeting line...', 'Electronic postage...', and 'More items...'. Below this, it says: 'When you have finished writing your message, click Next. Then you can preview and personalize each recipient's message.' At the bottom, it indicates 'Step 4 of 6' and has two buttons: 'Next: Preview your e-mail messages' and 'Previous: Select recipients'.

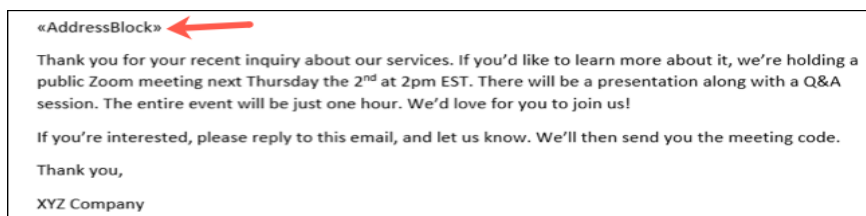
**Address Block:** Place your cursor in the document where you want the address block. Then, choose a format for the recipient names, whether you want to include a company name or postal address, and other details about the location.

You'll see a preview of each recipient on the right and can use the arrows at the top to move through and review them. If something is missing, click "Match Fields" to correct this.



The 'Insert Address Block' dialog box has a title bar with a question mark and a close button. It is divided into two main sections. The left section, 'Specify address elements', has a list of names: 'Josh', 'Josh Q. Randall Jr.', 'Joshua', 'Joshua Randall Jr.', and 'Joshua Q. Randall Jr.'. It has checkboxes for 'Insert recipient's name in this format:', 'Insert company name', and 'Insert postal address:'. The 'Insert postal address:' section has radio buttons for 'Never include the country/region in the address', 'Always include the country/region in the address', and 'Only include the country/region if different than:'. The 'Only include the country/region if different than:' section has a dropdown menu with 'United States' selected. There is also a checkbox for 'Format address according to the destination country/region'. The right section, 'Preview', has a title bar with a question mark and a close button. It contains a preview of the address block for 'Joe Johnson'. Below the preview, it says 'Correct Problems' and 'If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.' There is a 'Match Fields...' button. At the bottom, there are 'OK' and 'Cancel' buttons.

Click "OK" when you finish. You'll see the Address Block variable in your document in the location you selected.

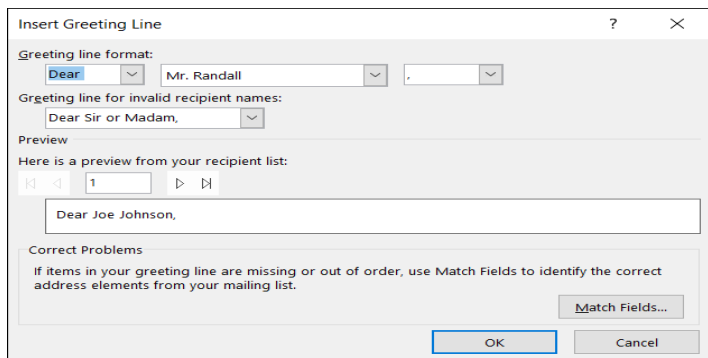


The email template preview shows a red arrow pointing to the variable «AddressBlock». The text of the email is: 'Thank you for your recent inquiry about our services. If you'd like to learn more about it, we're holding a public Zoom meeting next Thursday the 2<sup>nd</sup> at 2pm EST. There will be a presentation along with a Q&A session. The entire event will be just one hour. We'd love for you to join us!', 'If you're interested, please reply to this email, and let us know. We'll then send you the meeting code.', 'Thank you,', and 'XYZ Company'.

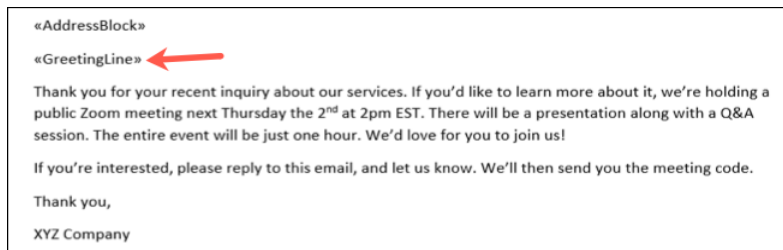
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**Greeting Line:** Place your cursor in the document where you want the greeting line. Select a salutation and format for the greeting line as well as a default for invalid recipient names. Preview each by using the arrows and box toward the bottom.

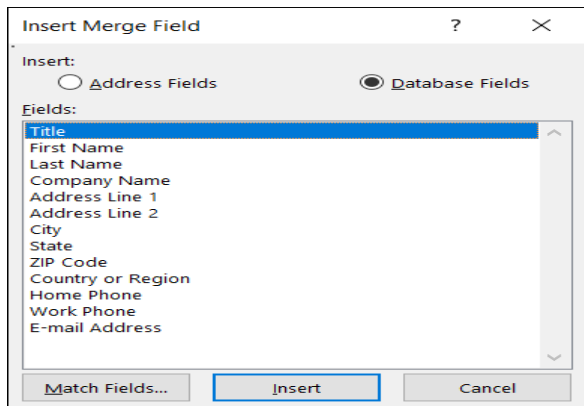


Click “OK” when you’re done and you’ll see the Greeting Line variable in your document.



**Electronic Postage:** If you have electronic postage software installed on your computer, select this option and follow the prompts.

**More Items:** To add more fields such as phone numbers or additional address lines, place your cursor in the document where you want the fields, choose this option, and complete the details. Click “Insert” or “Match Fields” to finish.



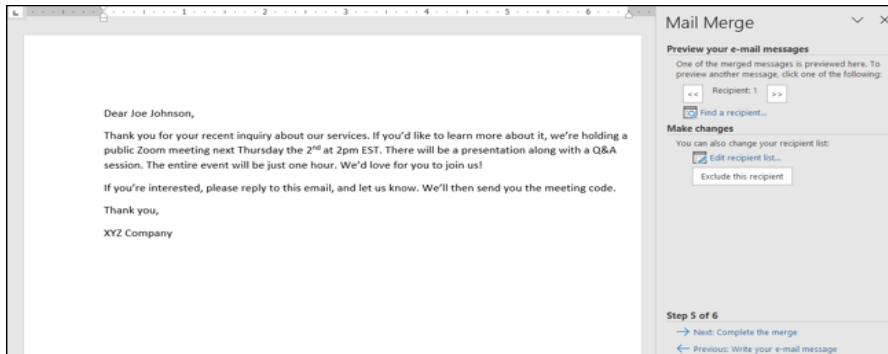
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To remove any of the items you added, simply select the variable and delete it from the document. Select “Next: Preview Your Email Messages” at the bottom of the sidebar.

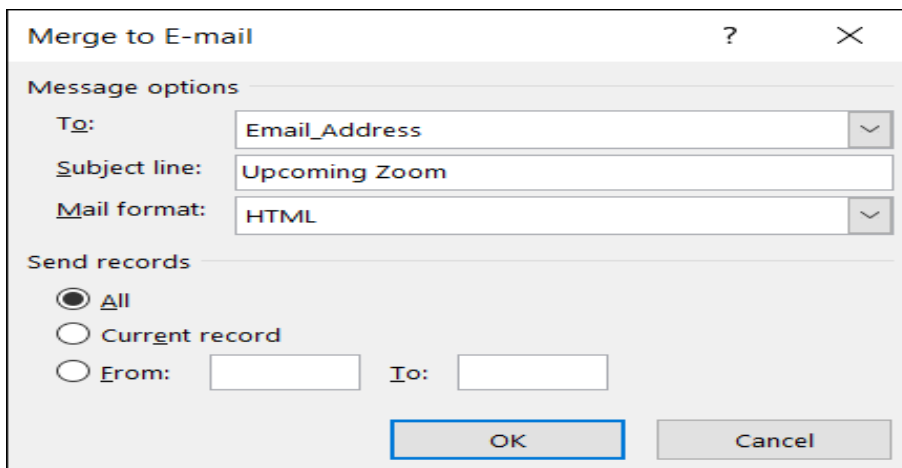
### Preview and Send the Emails

You’ll then see a preview of the letter with the variables filled in with your recipients’ details. Use the arrows in the sidebar to preview each message. To make changes to your recipients, select “Edit Recipient List” or to go back and edit the document, use the links for the steps at the bottom of the sidebar



When you finish, click “Next: Complete the Merge” and then select “Electronic Mail” to complete the To, Subject Line, and Mail Format details.

Optionally, you can send to only certain recipients. Click “OK” to send the emails via Outlook.



## **Microsoft Will Soon Remove Internet Explorer From Windows 10**



**CORBIN DAVENPORT**

@corbindavenport



Microsoft dropped Internet Explorer from Windows 11, instead only making it accessible through 'IE Mode' on the new Edge browser. Now the company is preparing to remove it from some builds of Windows 10, too.

Microsoft confirmed again last month that the Internet Explorer 11 desktop application will be retired on June 15, 2022 — two days from the publication of this article.

The update will be rolled out to Windows 10 version 20H2 and later, but server and enterprise editions of Windows 10 are unaffected. Nothing will change for anyone still using Windows 8.1, 7, or earlier versions either.

So, what exactly is changing?

Well, Microsoft says the Internet Explorer application “will be progressively redirected to Microsoft Edge over the following months.” Internet Explorer will still be present in the Start Menu, taskbar, and other locations, but clicking it will open Edge. Files that used to open with IE (like web shortcuts and HTML documents) will also redirect to Edge.

Eventually, IE will be permanently turned off with a future system update. Once that happens, all traces of IE will be removed entirely. Microsoft recommends using Internet Explorer Mode in Edge (which uses the IE engine) if you still need to access sites that don't work in modern browsers.

### **Why Do So Many Geeks Hate Internet Explorer?**

Importantly, the embedded Internet Explorer engine in Windows (MSHTML) isn't going away, just the desktop browser. The MSHTML engine powers embedded web views in many Windows applications, which is why it's even included in Windows 11, and it's used for IE Mode in Edge. Microsoft plans to continue supporting IE Mode in Edge until 2029 at the earliest.

The upcoming transition might have more of a historical impact than anything else. Internet Explorer was a fixture in the computer world for decades, and now it's finally going away (as an independent application) on platforms Microsoft still supports.

It's the end of an era, and not one I think most people will miss.

## 4 Ways You're Damaging Your Laptop's Battery



TIM BROOKES

@timbrookes



Are you taking proper care of the battery in your laptop? While chips are getting more efficient and battery life is increasing, avoiding a few mistakes can help extend your laptop battery health in the long term.

### **Charging It Constantly**

The idea that keeping your laptop plugged in all the time is “bad” stems from the myth of overcharging, but laptops and other gadgets that use such batteries switch to a trickle charge as they near capacity. Your laptop isn’t going to explode or “overcharge” if you keep it plugged in all of the time.

With that in mind, the lithium-ion battery inside your laptop will last longer if it does not hold a high voltage level for prolonged periods. If we’re talking about battery *health*, the life of your battery can be prolonged by not keeping it at 100% constantly. This means using your battery by unplugging it during the day, rather than keeping it plugged in.

It might help to think of your laptop as a giant smartphone. The battery tech in your phone is identical to your laptop, but the idea of leaving your phone plugged into the wall constantly is absurd to most people. Just like your smartphone, your laptop battery *will* degrade over time, regardless of what you do to it.

You can try to prolong it by sticking to good practices most of the time, but for most people, it’s impossible to be a model citizen when it comes to good battery practices. Your battery capacity will likely have degraded to around 70% of its original capacity in around three years, at which point you can decide to replace it for a modest fee if you’re not planning on upgrading.

### **Allowing It to Get Too Hot or Too Cold**

Nothing kills batteries like exposing them to extreme temperatures. It’s common knowledge that extreme heat is bad for lithium-ion cells, but the same is true of extreme cold.

Leaving your laptop in a car that’s exposed to sub-zero temperatures (below 0c or 32f) may result in irreversible damage to the cell. Some electric vehicles (EVs) that use lithium-ion batteries implement tem-

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perature management systems in their cars to limit damage in especially cold weather and get better performance on cold mornings.



Your laptop doesn't include such systems, which is why you should be especially careful. If the worst happens and your laptop is exposed to the cold, it's a good idea to let the battery warm up before you attempt to use it.

Heat is another cause of damage to your laptop battery, and it's a problem you're likely to come across at any time of year. Letting your laptop sit in the sun for hours is a recipe for disaster, as is letting it get so hot that the safety mechanisms kick in that cause the power to be shut off.

You can prevent this by not putting your laptop under load without adequate airflow, in a room that isn't stiflingly hot. Take extra care when using your laptop on a bed or other fabric surface, since many have vents at the sides and rear of the lid that can become easily blocked by soft furnishings.



If you're noticing your laptop is particularly warm under normal use, consider how bad things might get if you tax it with 3D applications or a video render. Dust and other debris can accumulate in the vents and inside the laptop, so consider cleaning it out to improve airflow (especially if it's a few years old).

Keep in mind that opening some brands of laptops will void the warranty. If your machine is still under warranty and you're noticing heat build-up, it might be a good idea to contact the manufacturer to get the problem looked at. If nothing else, they can blow out the dust without voiding your warranty for future repairs.



**Plateau PC Users Group, Inc.**

**Application for Membership for 2022 / 23**

----- 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 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:

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# August 2022



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