



PLATEAU PC USERS GROUP, INC GAZETTE



February 2022

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 28 Issue 2

This Month's General Meeting
Tuesday, February 8, 2022
will start at 3:00 P.M. @
FFG Christ Lutheran Church
Social Distancing is recommended.
Face Mask coverings are Suggested.



Monday, February 14, 2022

What's New in Personal Income Taxes

Bob Willis, a long-time tax preparer and one of our club Directors, will be the presenter this month.

There are no major federal tax changes for 2021, but there are several significant future changes being debated in Congress. Tax rates are unchanged for 2021, but brackets and standard deductions change annually. The Required Minimum Distribution (RMD) from IRAs for seniors over age 72, has returned, and your tax return can make-up any missed 2021 Stimulus payments. Take extra care reporting the stimulus money you actually received in 2021 to avoid lengthy delays in receiving your tax refund. The same can be said about the substantially increased 2021 Child Tax Credit. Families with children under the age of 18 could get 50% of the credit pre-paid during the year, but errors in reporting the advance amount received could also delay your refund.

Finally, the Tennessee (Hall) Tax on investment income was completely phased out last year and is now just history.

These are just the highlights of the tax topics that will be addressed in the meeting.

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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 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:

<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.

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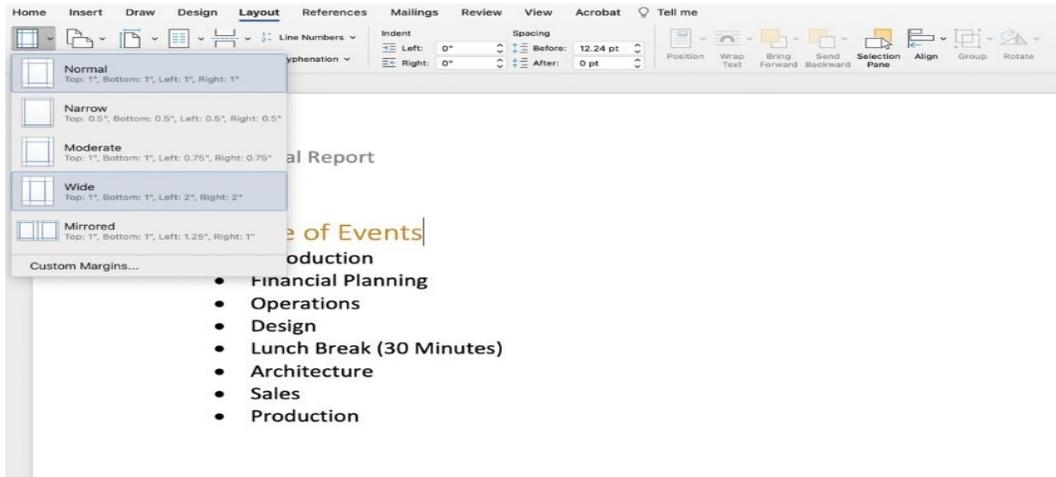
Printed by, Business Equipment Clinic
539 West Ave. Suite 101 Crossville TN 38557

Cool Tips and Sites

Microsoft Word Adjust the Page Layout with Margins

Margin adjustments are one of the top tips and tricks of MS Word. Margins control how close text comes to the edge of your page. By adjusting them, you can transform how your Word doc looks.

Margins live on the **Layout** tab. Click **Layout**, and you'll see a **Margins** dropdown menu. Click it.



Control how text fits on a page by making adjustments on the **Margins** menu in Word.

Normal margins are the default. The **Normal** setting is 1 inch of spacing on all four sides of your page. You'll see some other preset options, like **Narrow**, **Moderate**, and more. You can create your own custom margins by clicking **Custom Margins** at the bottom.

On the **Document** window, you can add your desired settings. Click **OK** when you're finished. This is one of the best Word tips and tricks



**** 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



Cutting the Paper

My Personal Features Page

By Tom Burt, Vice President
Sun City Summerlin Computer Club
[https://www.scscc.club_tomburt89134\(at\)cox.net](https://www.scscc.club_tomburt89134(at)cox.net)

Here in Sun City Summerlin (Las Vegas), the local paper is the Las Vegas Review Journal. When Mrs. Burt and I first moved here about 21 years ago, the "RJ" was a substantial paper with lots of news, features, and editorial content. We had a 7-days a week subscription, and the morning read was a regular part of our day.

As time passed and the paper changed hands, the price steadily crept up, the physical size of the paper grew smaller, and the page stock thinner. The news content also diminished, and the quality of the writing suffered. In simple terms, we were steadily being charged more for less.

Also, as we grew older and less spry, going out in the morning to retrieve the paper from our steep driveway became an onerous chore – especially in the chilly winter months. And, of course, all that paper was going right back into the recycle bin – especially on Sunday when we would pretty much toss all the expensive color ad supplements.

About two years ago, when the renewal price went over \$153.40 a year, we decided to cancel the "RJ" and get our news from the Internet and the TV. We've never regretted that decision. However, we *did* miss the comics and features. So, my inner geek decided to do a little work to locate replacements on the Internet and assemble all of the hyperlinks onto a simple, personal web page that I can launch from my Windows desktop.

Comics

Two major comics services offer a large selection of free comics. These are:

<https://gocomics.com> and <https://comicskingdom.com>. I also link to <https://dilbert.com> to get the daily and Sunday Dilbert comics by Scott Adams. You can search or browse these sites and then save the links to comics you like. All these comics, even the dailies, are in color, and you can scroll back in time if you miss a few days.

Sports Sites

I have links to most major sports websites like <https://PGA.com>, <https://NFL.com>, and so on to check standings, schedules, and major sports news. I'm mainly a golf, football, and auto racing fan, but you can link to any sites you like.

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Puzzle Sites

I have links to several crossword puzzle and word game sites. My favorite is the AARP daily crossword – hard enough to be challenging, easy enough to be done in 10 minutes or less, and they time and score you. About once a week, I can score a top 1890.

Other Handy Sites

I have a link to the Old Farmer's Almanac website to get astronomical data and other news. I have a link to the Review Journal's website so that I can check local news headlines. I have links to the local supermarket websites where the weekly food pages are online. And I have a link to the <https://www.TitanTV.com> website with the schedules for DirecTV in Las Vegas to check schedules for TV programming. And I have a link to <https://ZDNet.com> to check on Computer and Technology news.

How to Do Your Own

Here's what my "Personal Features" web page looks like in my web browser:



The screenshot shows a web page titled "Toms' Personal Features Page" with a two-column table. The left column is titled "Comics" and lists various comic titles. The right column is titled "Convenient Links" and lists various website URLs. All links are underlined and appear to be clickable.

Comics	Convenient Links
Adam at Home	Nascar.com
Dilbert	PGATour.com
Edison Lee	MLB.Com
For Better or Worse	NFL.com
Frank and Ernest	NHL.com
Fusco Brothers	
Garfield	Daily Jumble
Get Fuzzy	The Week
Mallard Fillmore	AARP Daily Crossword
Mike du Jour	Dictionary.com Crossword
Non Sequitor	BoatLoad Crosswords
Pearls Before Swine	
Pickles	Old Farmer's Almanac
Michael Ramirez	Las Vegas Review Journal
Sally Forth	Albertson's
Sherman's Lagoon	Smith's
Wizard of ID	Titan TV
	ZDNet

I used a simple two-column table to organize the content. Then, when each link is clicked, it opens the target page in a new browser tab. That makes it easy to view all the comics without hitting the back button after each one.

Editing the Features Page

Since I'm also our club's Webmaster, I have some fairly powerful software tools for web page editing – notably **Microsoft Expression Web 4** and **Visual Studio 2019**. Both of these can be downloaded for free at <https://Microsoft.com> in the Downloads section. However, these tools, while relatively easy to use, do require some learning.

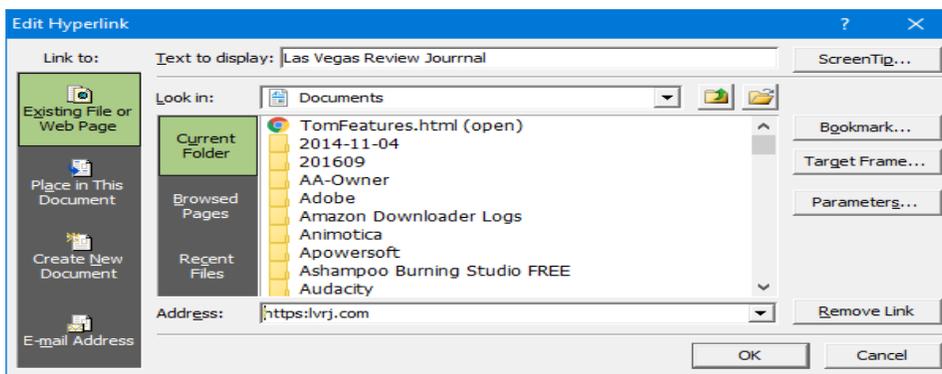
If you have **MS Word** or **LibreOffice Writer**, you can open an existing HTML document or create a new document and save it as HTML. In the document, you can use any layout or organization that appeals to you. You could even use images in place of or along with the link titles.

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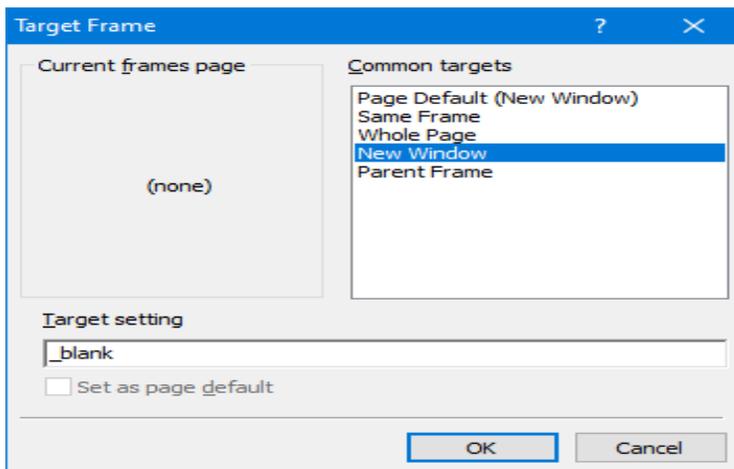
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The key actions to create a new link are:

1. In your web browser, browse to the website or comic you wish to link to.
2. Copy (Ctrl+C) its hyperlink from the address bar of your browser to the clipboard.
3. In the web page editor (e.g., Expression Web 4), type in the comic's name or feature into a new line on the web page.
4. Select that block of text and right-click.
5. From the popup menu that appears, choose "hyperlink" or "edit hyperlink" (depending on your editing tool).
6. A hyperlink editing dialog will appear, displaying the text you highlighted in the "Text to display" box.
7. Paste (Ctrl+V) the copied actual hyperlink into the "Address" box in the dialog.
8. Click the Target Frame button. A secondary dialog will open (see below). Choose "New Window" from the list. If it's enabled, check the box to set that option as the default for all other hyperlinks on your features page. Then you won't need to set the target frame on each link you create explicitly.



MS Expression Web Hyperlink Editor



MS Expression Web - Target Frame Dialog

The hyperlink dialogs are similar if you're using MS Word or Libre Office to edit your Favorites page.

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You can also change the fonts, colors, and highlighting effects on the page and links to suit your preferences.

Conclusions

For us, cutting the paper wasn't about saving money; it was about not getting VALUE for our money and about convenience. It was also in a small way about saving some natural resources by eliminating paper; even though the used newsprint is supposedly recycled, a lot of it isn't.

The Internet is a vast resource for news and entertainment of all kinds, with much of it free (admittedly with ads, but you can ignore those). So my selection of comics features is very modest – just enough for about half an hour a day. And what's great is they take up no space and don't have to be toted out to the recycling bin and thence to the curb once a week.

Even if you decide to keep your subscription to the local paper, you may want to set up a features page like mine. The RJ's selection of comics wasn't the best. The ones on my page are ones I enjoy.



How to Print a Google Calendar



SANDY WRITTENHOUSE

Not everything needs to be digital these days. If you want to print your Google Calendar to pop a month's schedule on the fridge for your family or a week's schedule to hand your childcare provider, it's easy to do.

You can print a day, week, or month of your Google Calendar along with the schedule and custom views. You can also select specific dates, which is handy for a travel itinerary or a convention you're attending.

Table of Contents

Option 1: Print a Day, Week, Month, or a Custom View in Google Calendar

Option 2: Print a Schedule in Google Calendar

Print Your Google Calendar or Schedule

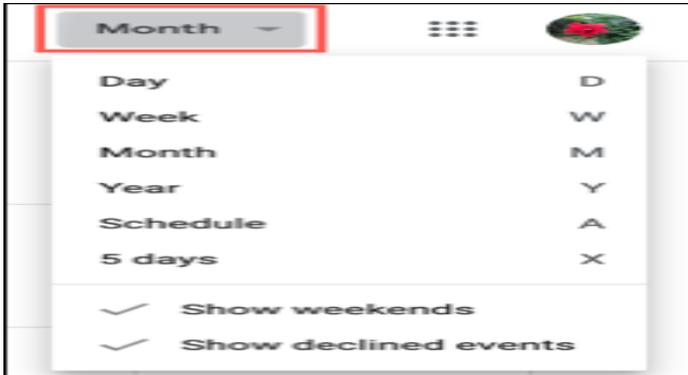
Option 1: Print a Day, Week, Month, or a Custom View in Google Calendar

Visit the Google Calendar website, log in if necessary, and mark the calendars on the left if you have more than one.

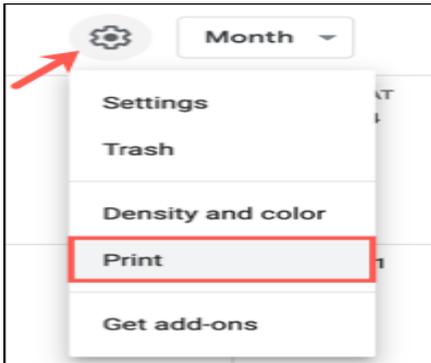
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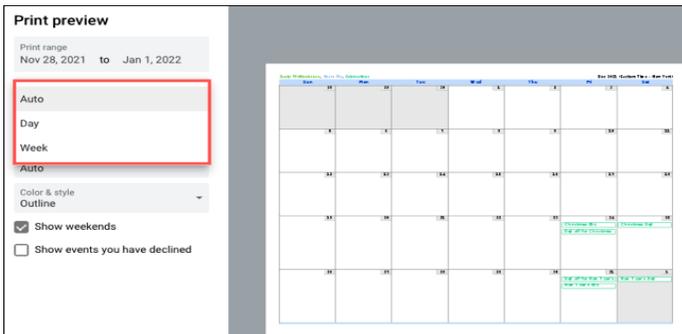
To print a month, select “Month” in the view drop-down box at the top of the main Google Calendar screen. If you have a custom view set up, like a five-day view, select it in the drop-down box. For a day or week, you can select one of these views using the drop-down box or choose one of the other views and adjust it to Day or Week on the Print Preview screen.



Click the gear icon to the left of that to view the Settings Menu and choose “Print.”



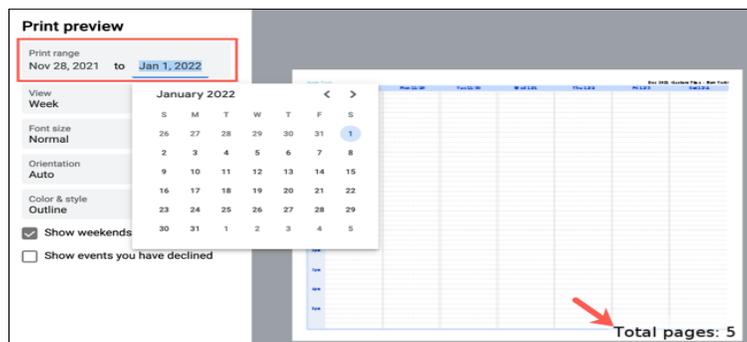
On the Print Preview screen, you’ll see that the View is set to Auto. This means that whichever view you choose on the main screen is the one you’ll see here by default. However, you can change it to Day or Week in the View drop-down box for those options.



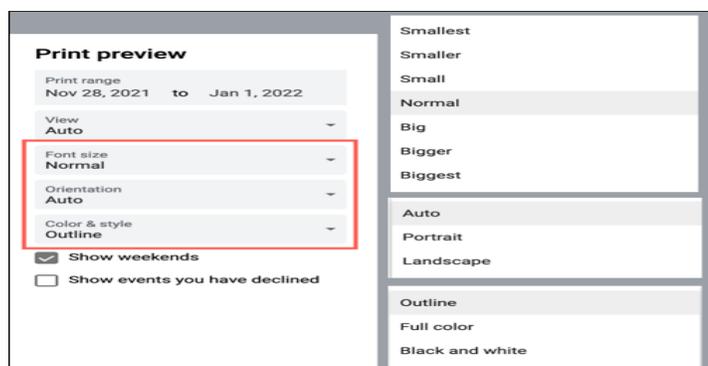
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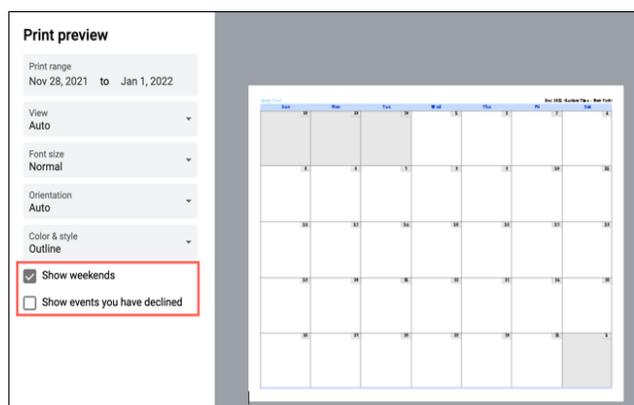
Above the View, pick the Print Range for the dates you want to print. As you adjust this range, you'll see the number of pages included over the preview.



Next, you can choose a different Font Size to make the text on the printed piece larger or smaller. You can also select Portrait or Landscape for the Orientation which is set to Auto by default. For Color & Style, you can pick from Outline, Full Color, or Black and White depending on your preference.



At the bottom of the print settings, you can check the boxes to Show Weekends and Show Events You Have Declined if you wish to include these on the printed calendar.



RELATED: *How to Print a Google Doc With Comments*

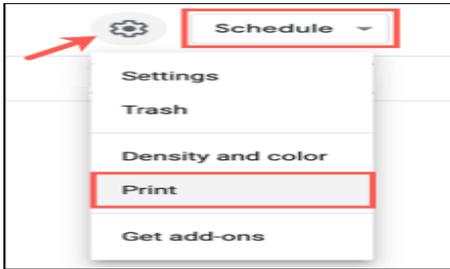
Option 2: Print a Schedule in Google Calendar

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Alternatively, if you have a particular schedule of events that you want to print, you can do so with some additional options beyond those above.

Select “Schedule” in the View drop-down box at the top of the main Google Calendar screen. Then, click the gear icon to open the Settings Menu and choose “Print.”



On the Print Preview screen, you’ll see a few of the same settings as with the above views. You can select the Print Range for the dates, choose a Font Size, and pick a page Orientation. You can also Show Events You Have Declined and print in Black and White.



Along with these settings, the Schedule view gives you More Options at the bottom. You may want to print the descriptions of the events, the end times, the attendees, and your responses to the invitations. Simply check the boxes for those options you’d like to include.

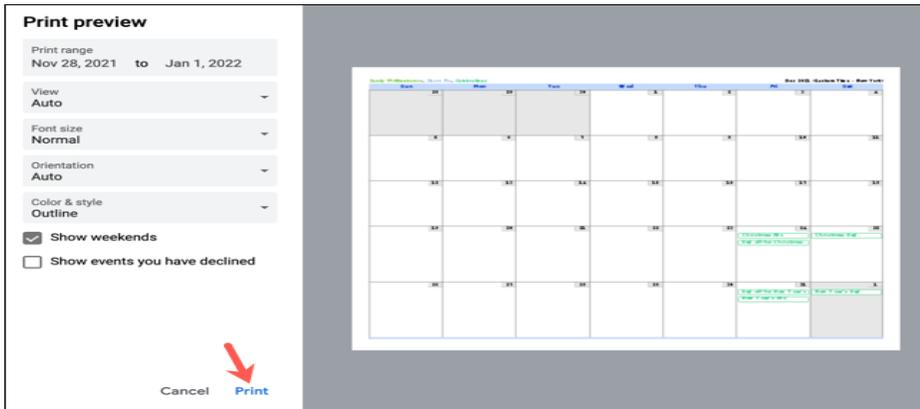


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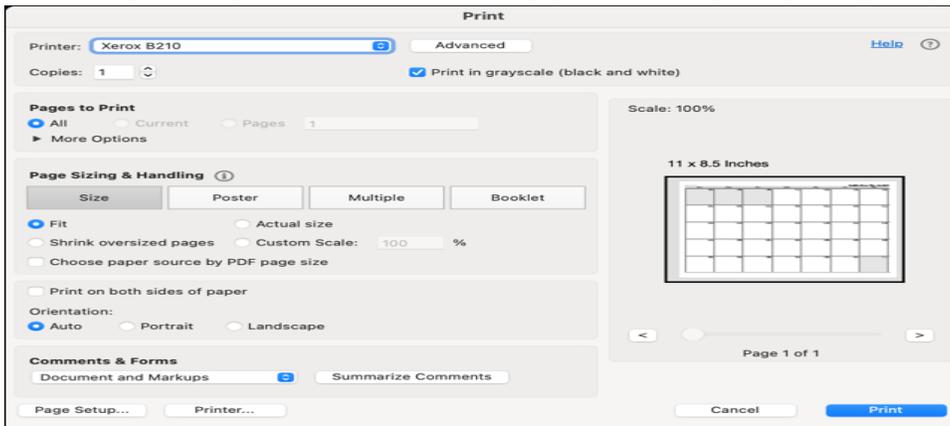
(Continued from page 10)

Print Your Google Calendar or Schedule

Once you select the view and adjust the print settings and options, click “Print” at the bottom of the screen.



Depending on the browser you’re using and your settings, you may see the calendar open as a PDF file or have the option to print immediately. Simply follow the prompts to print your calendar.



How to Insert the Cent Symbol With a Keyboard Shortcut in Microsoft Word



MAHESH MAKVANA



If you need to insert the cent symbol (¢) in your Microsoft Word documents, the fastest way is to use a keyboard shortcut. We’ll show you how to do that on Windows

Insert the Cent Symbol in Word on Windows

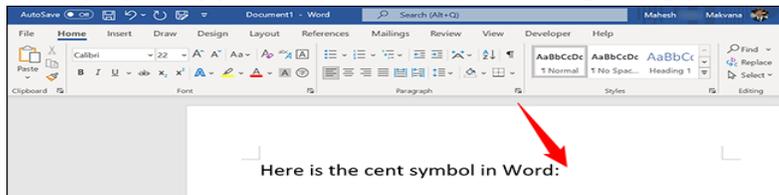
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On Windows, you have two keyboard shortcuts to add the cent symbol to your documents. Use the first shortcut if your keyboard has a numeric keypad, or use the second shortcut if it doesn't. A numeric keypad is a keypad with numerical values (0-9) usually found to the right of your keyboard's main keys.

Add the Cent Symbol With Numeric Keypad

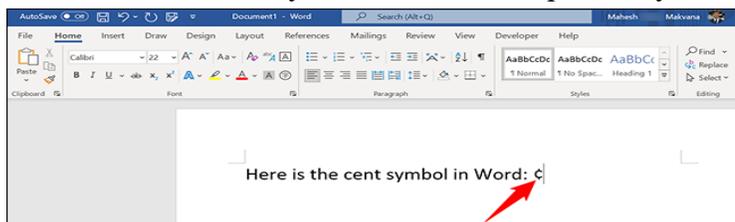
Start by opening your document in Word and placing your cursor where you want to insert the cent symbol.



Then, on your keyboard, press and hold down the *Alt* key while typing *0162*.

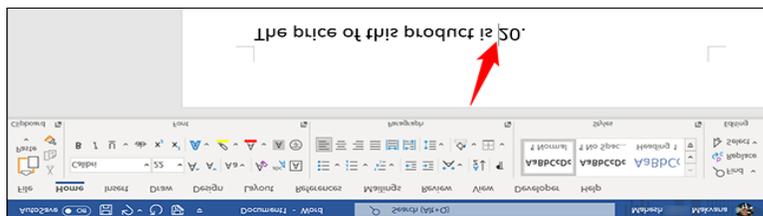
Warning: Do not use the numbers row at the top of your keyboard to type *0162*. That won't work. You must use the numeric keypad on the right of your keyboard.

You will see the cent symbol in its desired place in your document



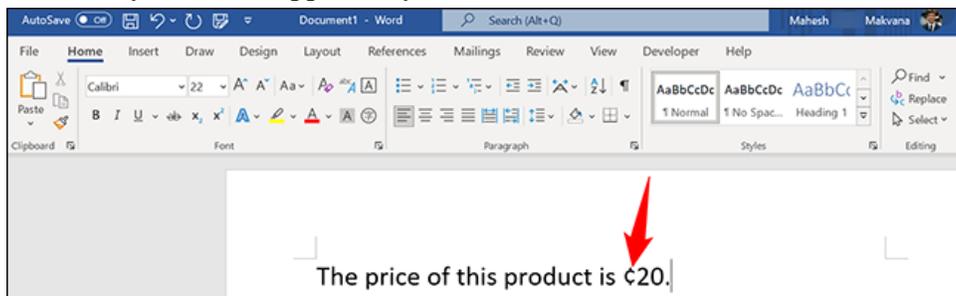
Add the Cent Symbol Without a Numeric Keypad

Open your Word document and place the cursor where you want to add the cent symbol.



On your keyboard, press and hold down the *Ctrl* key and then quickly press */C* (a forward slash followed by the letter C).

The cent symbol will appear in your document.



And you are all set.

How to Scan Photos and Documents Without a Scanner



JOE FEDEWA

@tallshmo



Scanners had their moment, but nowadays it's not as necessary to own one. However, that doesn't mean you never need to scan a document or photo. Thankfully, you probably have some tools to do it without a scanner.

If you find yourself scanning a lot of documents and photos, it's a good idea to invest in an actual scanner. Most people only need to scan a few things a year, so we'll show you some good alternatives.

RELATED: *How to Scan a Document in Windows 10*

Smartphone Camera



A scanner is essentially just a camera that takes a photo of your document in a very specific way. Well, you carry a camera in your pocket every day, so why not use that as a scanner?

The truth is a smartphone camera is usually perfectly fine for getting the job done as a scanner. The results won't be as crisp and clear as an actual scanner, but it will get the point across. Here are a few suggestions for taking good photos of a document.

- **Lighting:** Place the document on a flat surface with good lighting. Try to avoid casting a shadow on the document with your hand and phone.
- **Placement:** Take the photo straight on to avoid any weird angles. This can be done from directly above or at a right angle by propping up the document. Do whichever results in the best lighting/fewest shadows.
- **Framing:** Make sure to take the photo from far enough away so the entire document is in view. After you take the photo, crop it to the document so you don't see any of the surroundings.

Accuvoice V100 "Mini" TV Speaker

By George Harding, Treasurer, Tucson Computer Society
<https://aztcs.apcug.org>
actuary110 (at) yahoo.com

I was given an Accuvoice V100 M "Mini" TV Speaker for review. It is a product made by the ZVOX company.

It is an addition for your TV, smart or otherwise. It is smaller than the sound bars I've seen in retail stores, and it fits nicely below my TV, beside my Dish controller.

The kit comes with a remote (yet another one!) with five buttons: power, sound up and down, mute, and Accuvoice. That last button has a remarkable ability to increase voice when a program has both music and voice, and it is hard to hear the voice. In addition, there are six levels of music suppression, so you can get more voice and less music when you want it.



I've never seen this feature on any other device, but it may become more popular as users realize that such a device is available.

The kit also has several connectors. Only one is used, but you must refer to the brief manual to determine which one to use to connect to your TV set. I had some trouble with this and had to call their support to get the job done. Support was extremely helpful and very patient.

The soundbar includes its own speakers, which are a bit better than my TV's speakers.

My Dish remote turns on both my TV and the Dish controller. The ZVOX's remote turns on the soundbar. Two LEDs let you know what the status is. One is blue, which indicates power on, volume down, or mute, and the other is amber, which indicates volume up. When you push Accuvoice, the blue LED shows briefly.

A standard power cord and plug power the soundbar. The sound bar's dimensions are 10" X 2.5" X 3".

The company provides free shipping and a 60-day free home trial. In addition, the product has a one-year parts and labor warranty.

I'm very satisfied with this product. It provides a measure of relief for those situations where the program's voice is nearly unintelligible because of the overriding music or other background sound.

ACCUVOICE AV100 "MINI" TV SPEAKER

<https://zvox.com/collections/accuvoice/products/av100-accuvoice-speaker>

Price \$100



Plateau PC Users Group, Inc.

Revised Application for Membership for 2021

----- 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 1st. 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	\$24	\$18	\$12	\$6
Family	\$30	\$22	\$15	\$7

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

Last Name *First Name* *Family Member (if family membership)*

Address:

----- ----- ----- (-----) -----
City *State* *Zip Code* *Phone Number*

E-Mail address: -----

Please Print

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

I have used PC's since (year): _____

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

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

July 2021



March 2022



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