



PLATEAU PC USERS GROUP, INC GAZETTE



October 2020

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 26, Issue 10

This Month's General Meeting
Tuesday, October 13, 2020
will Start at 3:00 P.M.
FFG Christ Lutheran Church

Note:

Mask wearing and social distancing is mandatory during the meeting.

October 13th Presentation @ 3:00 P.M.
Physical and Electronic Computer
Clean-up

Keeping your computer clean both physically and electronically is essential to minimize problems during use.

Physical cleaning is ensuring that your computer is free of "dust bunnies", and that all components are properly seated.

Electronic cleaning is removing "junk files" so the computer will work as fast as possible.

Carl Nordeen will show us how to do both.



Monday, October 12 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

Note: Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1st. of each fiscal year. Reduced annual 2020 - 2021 dues are \$15 per single person / \$20 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	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$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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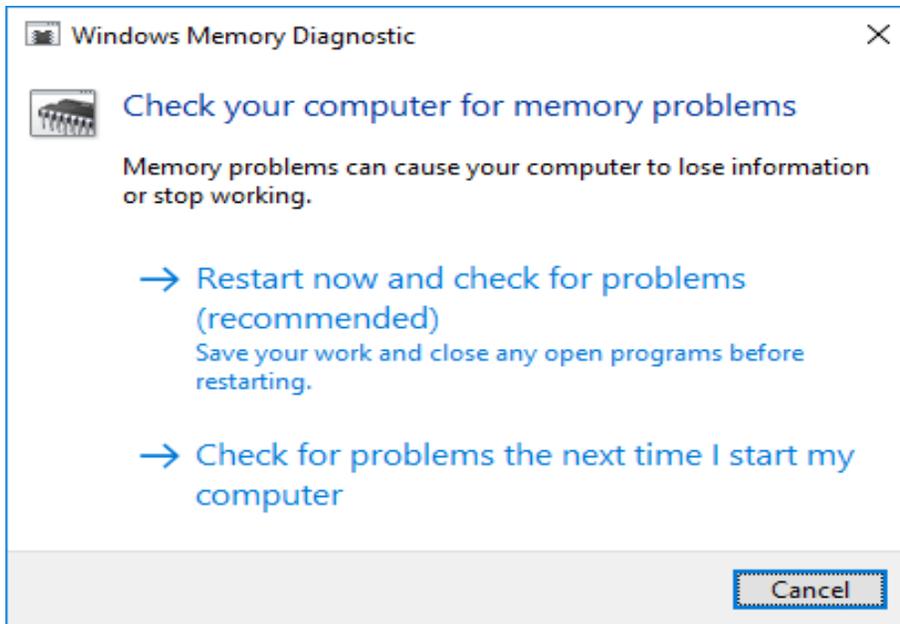
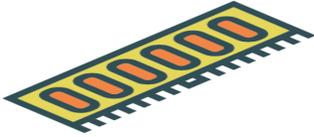
Printed by, Business Equipment Clinic
539 West Ave. Suite 101 Crossville TN 38557



**The next General Meeting of the
PLATEAU PC USERS GROUP
Tuesday, November 10, 2020
Note: Winter Hours 3:00 P.M.**

Cool Tips & Sites

Faulty memory can cause all kinds of off computer behavior, and not only are memory problems behind odd issues, but they can also be difficult to detect, too. Luckily, Windows has a RAM checker that can help identify issues. Go to Start, type **Memory**, and then click on the **Windows Memory Diagnostic** link.



Windows will reboot your computer, run a check of your memory, and let you know if it detected any problems.

**** 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 Never “Safely Remove” a USB Drive Again on Windows 10



BENJ EDWARDS



Do you always “eject” your USB drives before unplugging them? You can save yourself some clicks—and some time—with these simple tips, because you’ll never have to eject a flash drive again.

Always Make Sure a Drive Isn’t in Use Before Unplugging

Generally, the biggest threat to data when removing a USB drive (like a thumb, hard drive, and so on) is unplugging it while data is being written to it. This interrupts the write operation, and the file that was being written or copied will be incomplete or could remain as a corrupted file.

So, before you ever unplug any USB drive from your PC, make sure all files have finished copying or saving to it.

Of course, sometimes, it’s difficult to know whether your computer is writing to a drive. A background process could be writing to it, or a program could be autosaving to it. If you unplug the drive and interrupt these processes, it could cause a problem.

The only way you can avoid this is by “safely” removing the drive. However, Microsoft insists that as long as the “Quick Removal” system policy is selected, and you aren’t writing data to a drive, you don’t have to eject it.

You’ll also need to make sure write caching isn’t enabled for the drive, but more on that in a moment.

Get a Drive with an LED



It’s easy to see when some USB drives are in use because they have a built-in LED that flashes when data is being read or written. As long as the LED isn’t flashing, you can safely unplug the drive.

If your drive doesn’t have an LED, just do your best to make sure a background backup or copy operation isn’t in process before you remove it.

Mandatory: Activate Quick Removal Mode in Device Manager

By default, Windows 10 optimizes USB drives so you can remove them quickly without having to use the “Safely Remove Hardware” notification icon. It does this by disabling write caching.

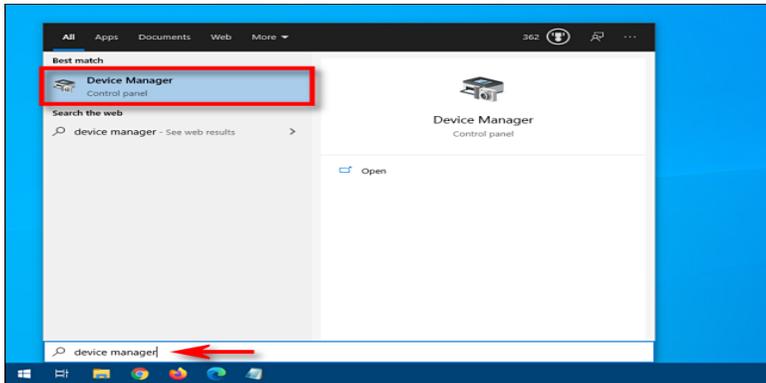
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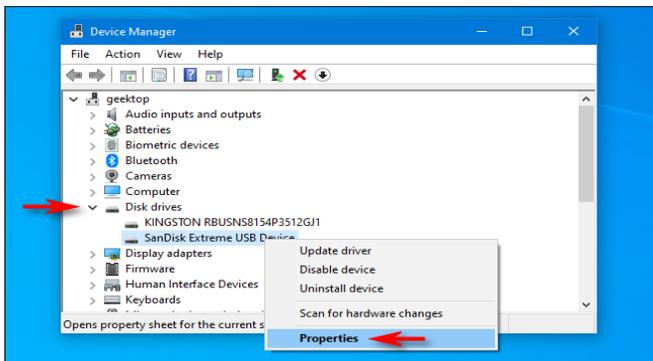
Write caching can speed up the appearance of USB disk writes, but it might also make you think a write process is complete when it's really still running in the background. (This became the default policy in Windows 10's October 2018 update, also known as version 1809.)

Since it's possible to turn write caching back on in Device Manager, you should ensure it's disabled if you want to quickly remove your USB drive without ejecting it in the future.

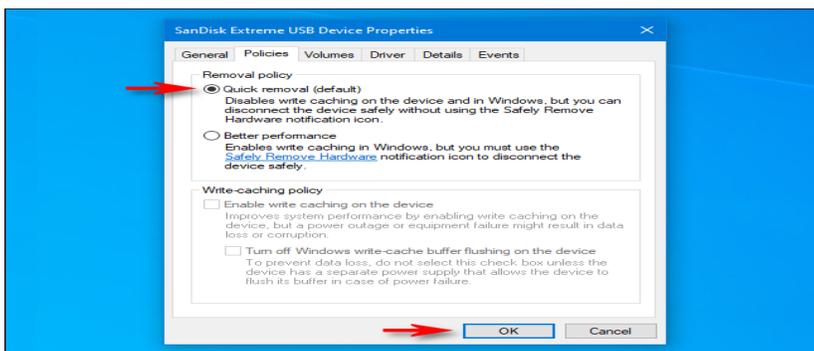
To do this, click the Start button, type "Device Manager" in the Search box, and then press Enter.



Click the arrow next to "Disk Drives," right-click the external USB drive, and then select "Properties."



Under the "Policies" tab, select the radio button next to "Quick Removal" (if it's already selected, just leave it that way), and then click "OK."



Close "Device Manager" and you're all set! In the future, you can safely remove that particular USB drive without ejecting it whenever a write operation isn't in progress

Windows 10 Keyboard Shortcuts to Increase Your Productivity

General Keyboard Shortcuts

Shortcut	Action
Ctrl + C	To Copy the selected text, image, or other items
Ctrl + V	To Paste the copied text, image, or other items
Ctrl + X	To move/cut the selected text, image, or other items
Ctrl + Z	To perform the undo action
Alt + Tab	Toggle between running apps
Windows Icon+ L	To lock your system
Windows Icon+ D	To display or hide the desktop
Alt + F4	Close the current window of any application or folder
F2	To rename the currently selected item
F3	Perform a search in the File Explorer for a file or folder
F4	Display the address bar list in File Explorer.
F5	Perform a refresh in the active window
F10	Activate the menu bar
Alt + F8	Display your password on the sign-in screen
Alt + Enter	Full-screen mode
Ctrl + F4	Close the active document
Ctrl + A	Select all item in a folder or whole text in a document
Ctrl + D	To delete the selected item and transfer it into recycle bin
Ctrl + R	To refresh the currently active window
Ctrl + Y	To redo an action
Ctrl + Right arrow	Move the cursor to the starting of the next word
Ctrl + Left arrow	Move the cursor to the starting of the previous word
Ctrl + Down arrow	Move the cursor to the starting of the next paragraph.
Ctrl + Up arrow	Move the cursor to the starting of the previous paragraph.
Ctrl + esc	Open the Start Menu
Ctrl + Shift + esc	Open the task manager
Shift + any arrow key	Select more than one item in a folder or on the desktop, or select text in a document.
Shift + Delete	Permanently delete an item
Windows icon + PrtScn	Take a screenshot of the whole screen

How to Copy Files to a USB Flash Drive on Windows 10



BENJ EDWARDS

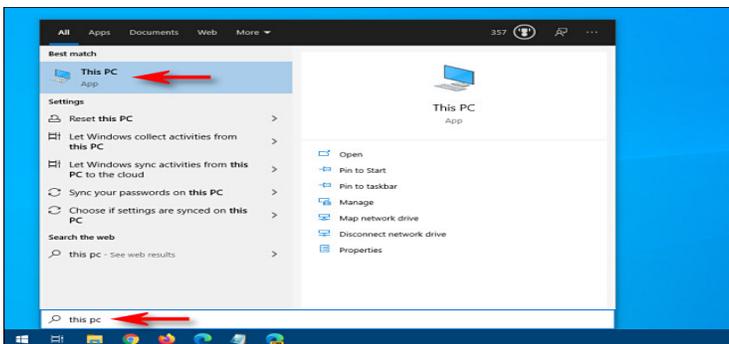


If you'd like to copy files to a USB flash drive on Windows 10—perhaps to back them up or transfer them to another computer—it's easy to do using File Explorer. Here's how.

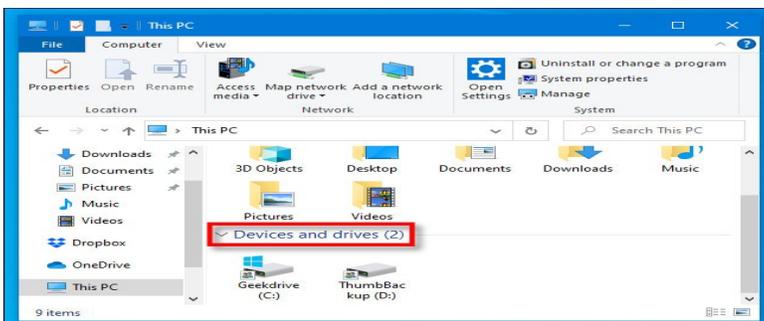
First, Locate the USB Drive on Your PC

Before we can copy any files, we need to make sure the flash drive is connected and ready to receive data. First, plug your USB flash drive into a USB port on your Windows 10 PC. Give your PC a minute to recognize the drive and automatically install any needed drivers for it. (These instructions will work for other external storage devices, too, including SD cards and USB hard drives.)

Then open the Start menu, type "This PC," and hit Enter. This is a direct shortcut to a list of drives attached to your PC in File Explorer.



In the window that pops up, locate the section called "Devices And Drives." If necessary, click the small carat-shaped arrow to the left of the section header to reveal a list of the drives.

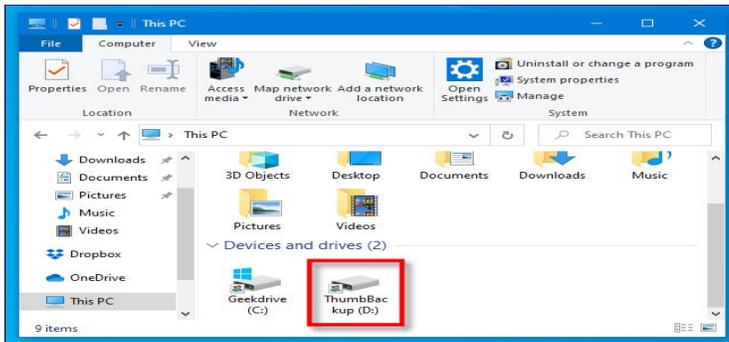


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If your USB drive has been recognized correctly and is ready to receive files, it will appear in this location with a name and a drive letter assigned to it, such as “D:”, “E:”, or “F:”, or another letter. Note that the “C:” drive is almost always the main drive on your PC, unless you go very out of your way to change it.

Depending on how File Explorer is configured (see the “Layout” options under the “View” menu), the style of the icons within this window may appear different on your machine. But the drive should still be there.



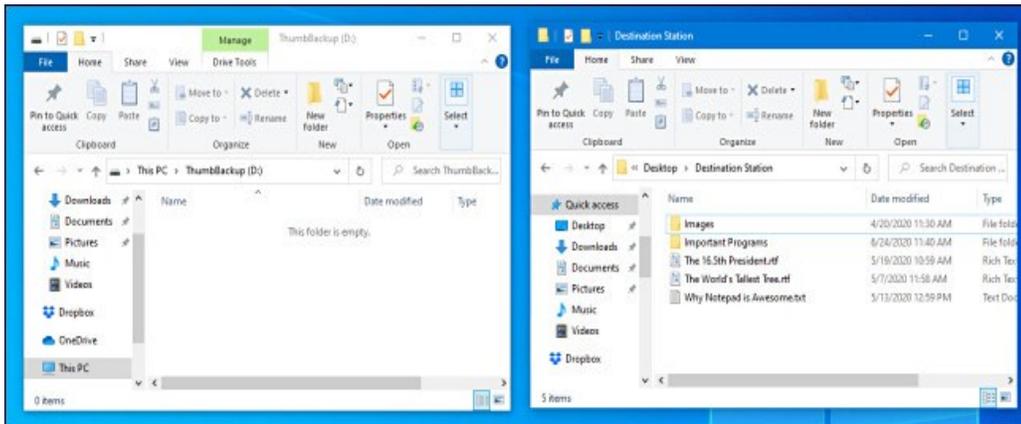
If the USB drive doesn't show up in your “Devices And Drives” list, you'll have to perform some in-depth sleuthing to figure out what it's going on.

RELATED: *How to Find Your Missing USB Drive in Windows 7, 8, and 10*

Find the Files You Want to Copy

While keeping the USB drive window open, press Ctrl+N to open a new File Explorer window. Use the new window to locate the files you would like to copy.

After you've located the files, return to the “This PC” window and double-click the USB drive icon to open it. You should now have two windows open side by side.



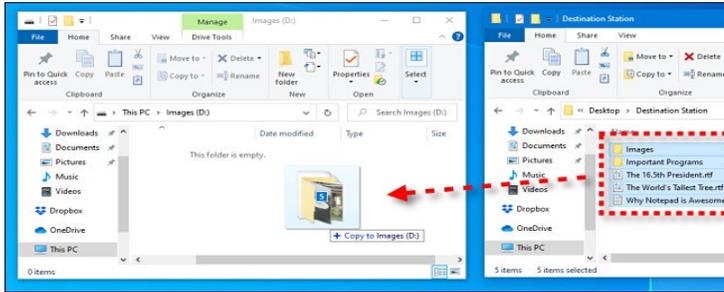
What happens next depends on how you'd like to copy the files. There are several ways to do it, but here are the two most common methods.

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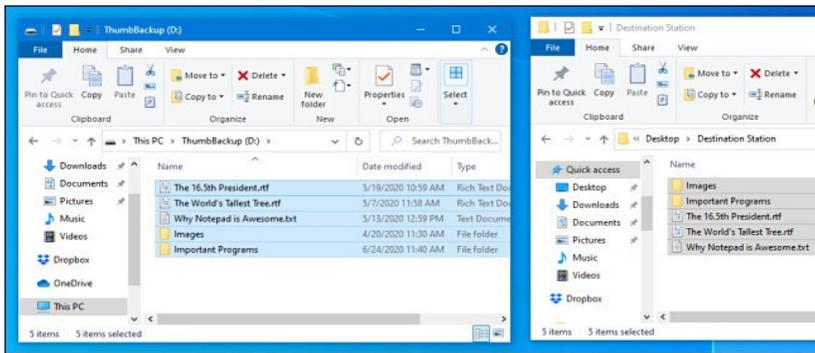
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How to Copy Files by Dragging and Dropping

Using your mouse cursor, select the file (or files) you would like to copy, then click and hold the mouse button to drag the files to the USB thumb drive window.



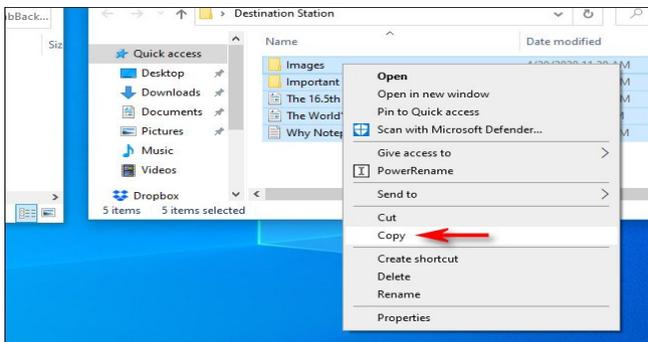
When an icon representing the file or files appears over the destination window, release the mouse button, and the files will be copied to that location.



In the future, you can also drag files directly onto the USB flash drive icon in “This PC” to copy them to that location.

How to Copy Files Using Copy and Paste

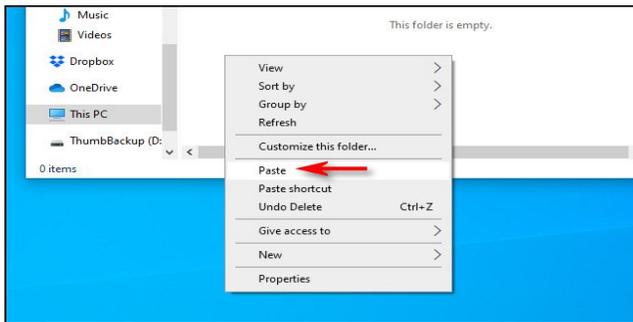
You can also copy files in Windows using the Clipboard. Using your mouse cursor, select the file (or files) you would like to copy, then right-click on the selection. In the menu that pops up, select “Copy.”



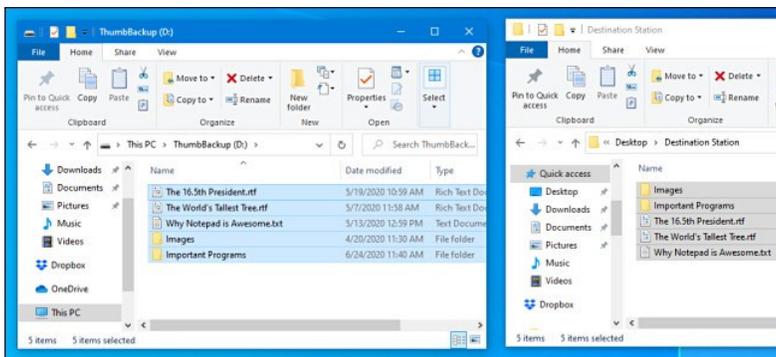
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Place your mouse cursor over a section of blank space within the USB thumb drive window and right-click again. In the menu that pops up, select “Paste.”



The files you “copied” to the Clipboard earlier will be copied onto the USB flash drive.

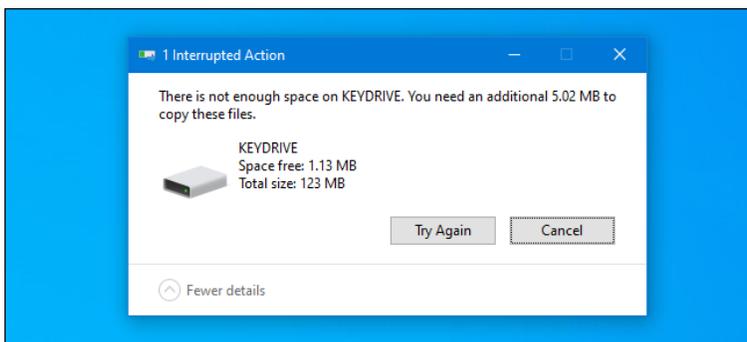


Congratulations: Your files are now on the USB drive. You can unplug it if you’d like. It’s a good idea to “Safely Remove” (or eject) the drive before you do.

RELATED: *How to Copy, Cut, and Paste on a Windows PC*

What to Do If You Run out of Space on the Flash Drive

If you’re copying files to your USB flash drive and you receive a message such as “There is not enough space” or “There is insufficient disk space to complete the operation,” then you’ve run out of free space on your flash drive.



There are three basic solutions. The first is to explore the contents of your USB flash drive and see if it

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already contains data that you can delete to free up space. Be careful that you don't delete anything that you haven't already backed up somewhere else.

The second solution is to purchase a larger USB flash drive. They are available on online shopping sites like Amazon.com and even at many pharmacy and grocery stores. USB drives with higher capacity usually cost more, but they can be a good investment if you need to transfer or back up a large amount of data.

And if you are transferring files to another machine, the third solution is to break the transfer job into chunks. First, copy a few files to the drive, then copy them off to the new machine. After that, delete the previously copied files from the thumb drive and repeat with the next batch of files until you're finished. Good luck!

How to Delete a Page in Microsoft Word

By Ben Stockton



Creating a new Microsoft Word document is a straightforward process. You can type, delete, rearrange, and reformat the content you write or insert pretty easily, including **changing the default font** your document uses to create your own style.

You may need to **rearrange pages in Word** if you're making big changes, but if you end up with too much content, you may need to consider deleting entire pages. If you want to delete a page in Microsoft Word, here's what you'll need to do.

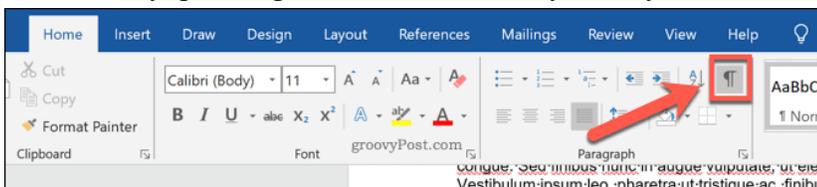
Removing Blank Word Pages

Occasionally, an empty additional page will appear at the bottom of a Microsoft Word document. This can be frustrating, especially when it comes to the printing stage.

This is usually due to Word inserting an additional empty paragraph below the existing content. If the previous page is full, this empty paragraph will be pushed onto a new page.

To delete it, you will need to be able to view paragraph marks on your document pages. You can show these by pressing the **Paragraph Marks** button, listed under the **Paragraph** section of the **Home** tab on the ribbon bar.

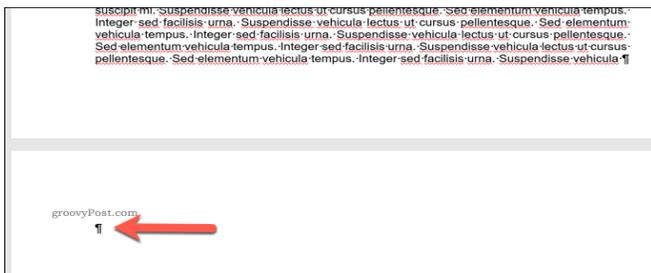
Alternatively, pressing **Ctrl + Shift + 8** on your keyboard will cause them to appear.



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Once pressed, paragraph marks will become visible at the end of each paragraph in your document. On the additional empty page, you should see a paragraph mark visible. To remove the page, move your blinking cursor to the same position, then press the **delete** or **backspace** key on your keyboard.



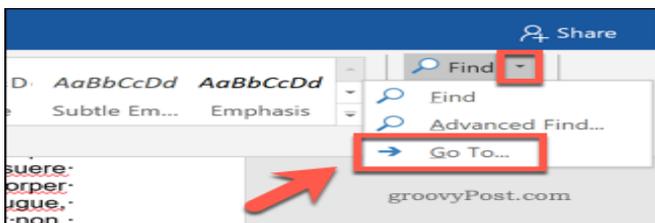
If this doesn't remove the paragraph, double-click the paragraph mark to select it first, then press delete. This should ensure that the empty page is removed, with the blinking cursor moving to the end of your content instead.

Using Find and Replace to Remove Pages With Content

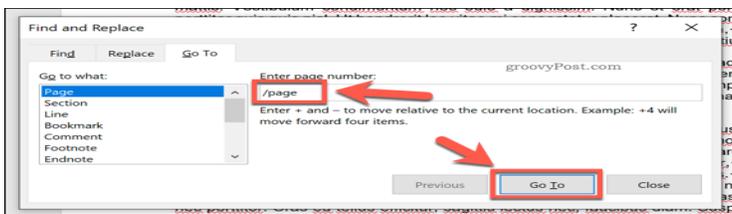
You can also delete entire pages with content already in place. This will delete all the content on the page. You can do this using the **Find and Replace** tool.

Make sure that your blinking cursor is currently placed on the document you wish to delete. Once the cursor is in place, press the arrow next to the **Find** button, listed under the **Editing** category in the **Home** tab on the ribbon bar.

From the drop-down menu, select **Go To**. Alternatively, press **Ctrl + G** on your keyboard to bring up the same menu.



In the **Go To** tab of the **Find and Replace** window, type **/page** in the **Enter page number** box, then press the **Go To** button.



Doing this will select everything on the currently active page. With your content selected, press either the **delete** or **backspace** key on your keyboard to delete the page.

Parts / Components of an Email Address

An email address has three main components. For the sake of simplicity, this is how it can be demonstrated:

accountname @ domain.com

1) Domain name: This part of the email address is the name of server that hosts your emails. It is not necessary that the domain name would always be of a .com kind. It can be anything from the standard list of domain extension (e.g. .org , .net , .gov, .co.in etc.)

A server could that be of a free web-based email service provider (like Gmail, Hotmail, Yahoo! Mail etc.) or server may belong to a specific organization (for example, if you're working in a company named XYZ ... the server name could be xyz.com)

2) Account name (or username): An email hosting server may host emails for one person —or millions of persons. You can imagine your account like a pigeon-hole or letter box whose key only you have. This key is called... yes, you guessed it right!... it's called *password* ! Allow me to add a word of advice here. You should set your passwords to be strong. Weak passwords can compromise security of your email account.

Having said that, let's proceed...

All the email account names on a server has to be unique so that the server can send emails to various accounts without any confusion. There can not be two accounts with the same name on a server. Therefore, two *techwelkin @ gmail.com* are not possible. But *techwelkin @ gmail.com* and *techwelkin @ yahoo.com* are possible. The account name (i.e. the part before @ sign) refers to the user/owner of the email address.

3) @ Sign: First thing first, in case of email address, this symbol is pronounced as **at** and *not* as “**at the rate**”

This symbol is used in an email address to separate account name from domain name. When a computer tries to understand an email address, it splits the address from @ sign. The part of email address that comes before @ is account name and the part that comes after it is domain name. Simple!

There must be **one (and ONLY one)** @ sign in an email address. If the address does not have this sign —it is not a valid email address.

Ok, now that we know the structure of email address, let's understand a few more things:

- Email addresses are not case-sensitive. This means it does not matter whether you write address in uppercase or lowercase or mixed case. (**ONLY rarely** the account name may be case-sensitive but domain name is never case-sensitive)... All free web-based email services use non-case-sensitive addresses... Therefore:*TECHWELKIN @ GMAIL.COM* is same as *techwelkin @ gmail.com*
- Conventionally, however, email addresses are written in small letters. But as said in previous point, it would not matter even if you write it in capital letters.
- To show the account holder's real name against an email id, the **email id is enclosed in angular brackets**.
For example:**Lalit Kumar <techwelkin @ gmail.com>**
- Account name can not be longer than 64 characters and domain name can not be, practically, longer than 254 characters.

How to Make Windows Task Manager Always Open a Specific Tab

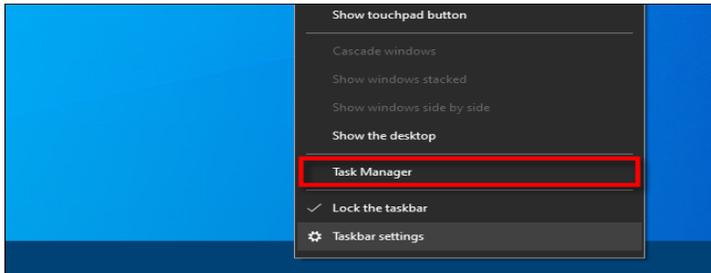


BENJ EDWARDS



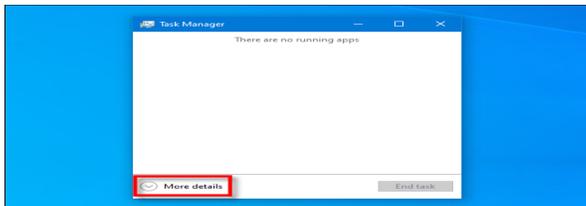
While using Task Manager for keeping an eye on your Windows 10 PC, sometimes you end up using one tab (say, “Performance”) more than others. In that case, you can set that tab as one you see when you start Task Manager. Here’s how.

First, launch “Task Manager.” In Windows 10, right-click the taskbar, and select “Task Manager” from the menu that pops up.



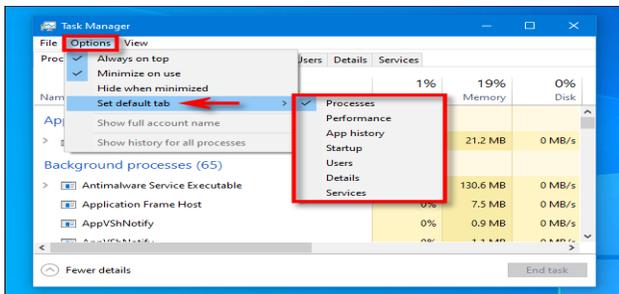
If Task Manager launches with the simple interface,

click “More Details” at the bottom of the window.

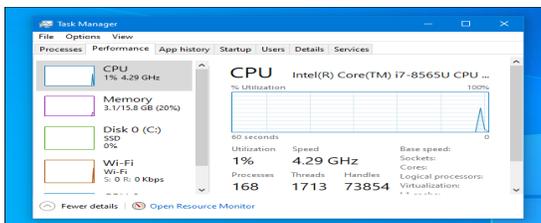


In the full Task Manager window, click Options > Set default tab. A smaller menu will pop up listing the different tabs you can choose. Select the name of the tab you’d like to appear by default, and a check mark will appear beside it.

You can make the Processes, Performance, App history, Startup, Users, Details, or Services tab your default.



The next time you launch Task Manager, the default tab you chose will be on display.





Plateau PC Users Group, Inc.

Revised 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"

Note: Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1st. of each fiscal year.

Reduced annual 2020 - 2021 dues are \$15 per single person / \$20 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	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$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:

September 2020



November 2020



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