



# PLATEAU PC USERS GROUP, INC GAZETTE



**January 2022**

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 [www.PPCUGinc.com](http://www.PPCUGinc.com) January 2022  
"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 28 Issue 1

**This Month's General Meeting**  
**Tuesday, January 11, 2022**  
**will start at 3:00 P.M. @**  
**FFG Christ Lutheran Church**  
Social Distancing is recommended.  
Face Mask coverings are **Suggested.**

**January 11. Presentation**  
**@ 3:00 P.M.**

**Randy Knowles, "The Tech Professor"**

Will again try to keep us out of trouble with our PCs and other online devices during the coming New Year.

He will address:

- 1) Never Do These 12 Things Online.  
"I wonder what these could be"??
- 2) Everyone Should Be Doing This On Their PC.
- 3) 10 Ways To Lock Down Your New Phone/or Tablet.



*Welcome to 2022*



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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.

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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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#### **Directors at Large**

Gordon Botting	Jim Buxton	Richard Del Frate
Barbara Duncan	Bob Willis	



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

## Cool Tips and Sites

### Microsoft Outlook Calendar Keyboard Shortcuts



Although a few clicks of the mouse can be a quick way to create a new Outlook appointment or meeting, handy Outlook keyboard shortcuts may even be faster and easier options.

Try these keyboard shortcuts to create and navigate your calendar and meeting items to save time working with Outlook.

These Outlook calendar shortcuts work with Outlook 365, Outlook 2021, Outlook 2019, Outlook 2016, and Outlook 2013:

#### To Navigate to the Outlook Calendar Views:

- Switch to Calendar: **[Ctrl] + 2**
- Switch to Day View (1 day): **[Ctrl] + [Alt] + 1**
- Switch to Work Week View (5 days): **[Ctrl] + [Alt] + 2**
- Switch to Week View (7 days): **[Ctrl] + [Alt] + 3** or **[Alt] + –** (minus sign)
- Switch to Month View (31 days): **[Ctrl] + [Alt] + 4** or **[Alt] + =** (equals sign)
- Switch to Schedule View: **[Ctrl] + [Alt] + 5**
- Go to a specific date in the Calendar: **[Ctrl] + G**
- Show 2 Days in Calendar: **[Alt] + 2**
- Show 3-9 Days in Calendar: **[Alt] + # of days**
- Show 10 Days in Calendar: **[Alt] + 0**

**\*\* 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





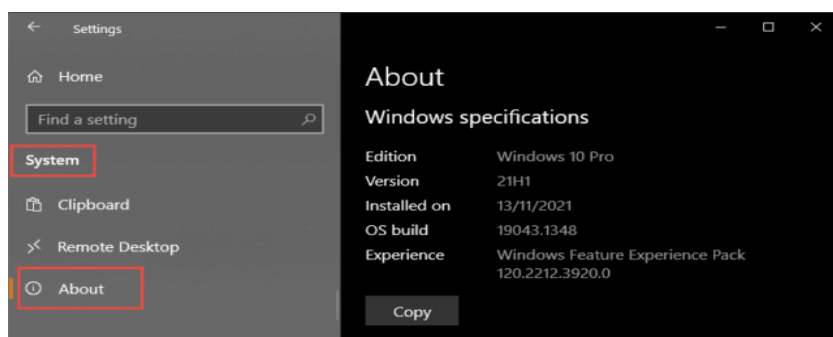
## How To Identify Your Windows 10 Version

By Jim Hillier

There may be occasions when you need to identify exactly which version of Windows 10 you are running — when posting on a help forum or contacting tech support, for example. Identifying the exact version of Windows 10 is quick and easy. Here's how...

### Identify Version Via Settings

Go to **Settings > System > About** and scroll down until you see **Windows specifications**:



### Identify Version Via Winver

This is, in my opinion, the simplest and quickest method:

- Open a Run box (Windows + R keys)
- Type in **winver** and hit Enter
- Alternatively, you can type **winver** into the search bar



Too easy! Now, if you need to know what version of Windows 10 you are running, you will know how.

## **How Do I Know When It's Time to Buy a New Wi-Fi Router?**

By Kurt Jefferson, Editor, Central Kentucky Computer Society  
<https://www.ckcs.org>  
lextown2 (at) gmail.com

Shortly before Halloween last year, I noticed my Internet connection was getting slower and slower. I would visit CKCS.org to check the latest newsletter. Then I would visit The Animal Rescue Site to give free food to shelter pets. The Animal Rescue Site | Click to Feed Rescue Animals ([greatergood.com](http://greatergood.com))

Molasses pours faster out of the bottle than my Internet service. So I ran the free Speedtest app on my Macs and iPad. My Internet speed was as fast as usual.

But the connection was problematic. Pages were relatively slow to load. Delivery of email was on the pony express route. I would open my email app, and new mail would eventually appear.

I considered what was going on and realized that my eight-year-old WiFi router might be the problem. Most folks don't realize the beating their routers encounter. They can get very warm and have to deal with interference from neighbors' signals, microwave ovens, and even wireless landline phones. In addition, electrical spikes in the home (when the refrigerator compressor kicks on or the dryer is running) can take a toll on the router, even if it's plugged into a surge protector.

After checking everything I could think of, I ordered a new TP-Link router from Amazon (using [smile.amazon.com](http://smile.amazon.com), so CKCS gets a portion of what I'm paying Amazon.)

TP-Link is one of the top-rated routers, according to [thewirecutter.com](http://thewirecutter.com), one of my favorite review websites.

If you're wondering about your Wi-Fi router's performance, here are some signs your device is failing, according to [robots.net](http://robots.net):

- Slow Internet – If web pages are loading more slowly than normal, that's a telltale sign that your router is not up to par. [robots.net](http://robots.net) recommends plugging an ethernet cable from your computer into the router (and turning Wi-Fi off on your desktop or laptop.) If the signal perks up and pages load much faster, that's a clear indication your router's performance is failing. If you are streaming a show and the website on your computer or app on your iPad rebuffers constantly (a circular arrow often turns on the screen when there's a signal problem), that's a sign all is not right in router-land.
- Your router stops functioning altogether or the indicator lights stop glowing – This is an obvious indication that your router cannot function properly. But, of course, you want to check your internet service provider first to make sure there's no outage in your neighborhood.
- Overheating – This occurs more often than most people realize. [robots.net](http://robots.net) writes, "Most routers, depending on the brand, are made from quality materials that can withstand minor impacts and heat. However, routers aging from three to five years and up can be damaged by heat. So, if you've been using your device longer than the mentioned average lifespan and it suddenly breaks down, perhaps its internal components are no longer working due to heat. When this happens, try to move your router to a place where the airflow is good or place a fan pointing at the device and see if it exhibits any difference. If not, it's about time to replace your router with a newer version."



## Windows 10 Quick Tips – Identifying Hardware

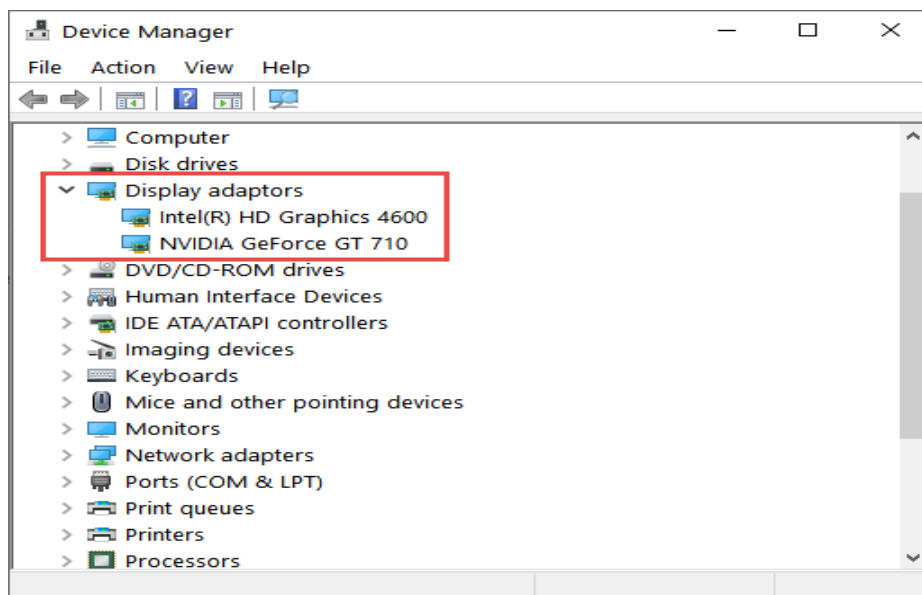
By Jim Hillier

quite easily be achieved without needing to have physical access to the parts in question. There is plenty of free software available to assist with this chore, generally known as system information tools, but here we're going to discuss a couple of options native to Windows 10.

### Identify Hardware Via Device Manager

The information contained in Device Manager is fairly basic but may be adequate on occasions:

- Right-click the Start button and in the menu click **Device Manager**
- Here you will see a list of components
- Click to expand the section which includes the hardware you are looking for
- In the following screenshot, I have expanded the **Display adapters** item:



### Identify Hardware Via Windows System Information

This method produces a more complete and detailed list:

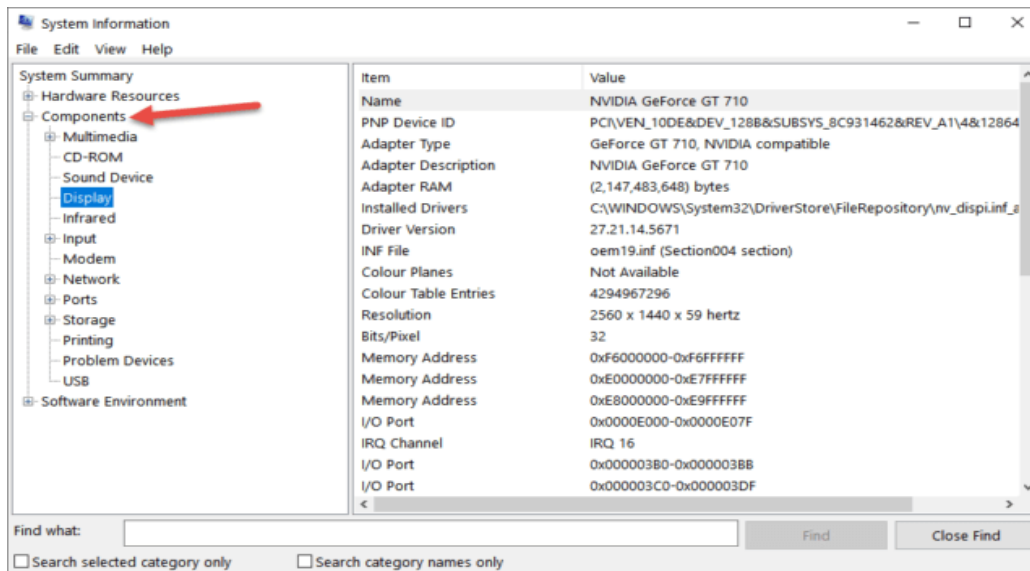
- Open a Run box (Windows + R keys)
- Type in **msinfo32** and hit Enter

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- Alternatively, you can type **system information** into the search bar
- In the System Information window, you'll see three options in the left-hand panel: Hardware Resources, Components, and Software Environment
- Click to expand the **Components** section and then click whatever item you are looking to identify:



In most cases, Windows System Information will provide enough details to satisfy but, as mentioned earlier, there are quite a few free system information tools available that provide a more comprehensive run down,

## Short History of the Smartphone

By Kurt Jefferson, Editor, Central Kentucky Computer Society  
www.ckcs.org  
lextown2 (at) gmail.com

Back when I was a young child, I kept a dime in my pocket just in case. Of course, I hoped I never had to use it, but I was prepared. That dime was meant for an occasion where I needed to phone someone for help...in an emergency.

I had been taught how to use the phone, turn the dial, and place a dime into the slot in a payphone. Back then, phone booths were all over the place. Fast forward several decades, and you'd be hard-pressed to find a real-life phone booth.

Public phones are still available in airports, some shopping malls, and sports arenas. But, for the most part, phone booths belong to an earlier era. They've been replaced by the smartphone—iPhones and Android

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models making up the bulk of smartphones in America.

The Oxford Dictionary describes a smartphone as “a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running “downloaded apps.”

While Apple and Samsung are responsible for getting modern smartphones into the hands of most Americans, IBM also played a major role in the development of the smartphone.

ThoughtCo.com reports, “IBM had conceived of the idea for a computer-style phone as early as the 1970s, but it wasn’t until 1992 that the company unveiled a prototype at the COMDEX computer and technology trade show in Las Vegas. Besides placing and receiving calls, the Simon prototype could also send facsimiles, emails, and cellular pages. It even had a nifty touchscreen for dialing numbers. Extra features included apps for a calendar, address book, calculator, scheduler, and notepad. IBM also demonstrated that the phone was capable of displaying maps, stocks, news, and other third-party applications, with certain modifications.”

Sadly, IBM’s Simon was not going to be a major success. As ThoughtCo.com writes, “Tragically, the Simon ended up in the heap pile of being too ahead of its time.”

One of the major reasons for Simon’s failure? Price. It cost \$1,100 in the 1990s. As a result, far too few fans bought it. ThoughtCo.com reports that Simon’s distributor, BellSouth Cellular, would eventually cut the price to \$599 with a two-year contract. Even after that, only around 50,000 were sold.

After IBM’s Simon came noteworthy products, including the popular Palm Pilot made by the California-based Palm Inc. and Apple’s Newton, and don’t forget Handspring, a personal digital assistant (PDA) made by the folks who founded Palm. They founded Handspring after becoming unhappy with the direction of Palm Inc. after 3Com took over the company.

Meanwhile, Nokia’s 9000 Communicator and Ericsson’s R380 also made major advances toward the smartphones we use today.

And who could forget the leap forward made by Canada’s RIM (Research In Motion) with its BlackBerry brand of smartphones? Wikipedia writes, “BlackBerry was one of the most prominent smartphone brands globally, specializing in secure communications and mobile productivity, and well known for keyboards on most of its devices. At its peak in September 2013, there were 85-million BlackBerry subscribers worldwide. After that, however, BlackBerry lost its dominant position in the market due to the success of the Android and iOS platforms; its numbers had fallen to 23-million in March 2016.”

But it was in 2007 when Apple’s Steve Jobs took to the stage to introduce a revolutionary new product called the iPhone “that set an entirely new paradigm for computer-based phones,” writes ThoughtCo.com. It adds, “The look, interface, and core functionality of nearly every smartphone to come along since is, in some form or another, derived from the original iPhone’s innovative touchscreen-centric design.”

The same year Apple introduced its iPhone, Android Authority reports, “Google was still working on Android in secret, but in November of that year, the company slowly started to reveal its plans to compete with Apple and other mobile platforms.” In October of 2008, the first Android phone went on sale in the

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U.S. It was dubbed the “T-Mobile G1” (also called the HTC Dream outside the U.S.)

As iOS has improved and added features over time, so did Android. Its first codename was Cupcake in 2009. Later versions of the Android operating system were Donut, Eclair, Froyo, Gingerbread, Honeycomb, Ice Cream Sandwich, Jelly Bean, KitKat, Lollipop, Marshmallow, Nougat, Oreo, Pie, and Android Q, officially known as Android 10. Versions 11 and 12 followed.

I no longer carry a dime in my pocket. Instead, it’s been replaced by an iPhone SE – Apple’s least expensive smartphone.



**IBM introduced the Simon in 1992 during the COMDEX computer show in Las Vegas.**  
Source: [wikipedia.org](https://en.wikipedia.org/wiki/IBM_Simon)

Yet, I still marvel at how far technology has advanced since that ten-cent piece was my security blanket resting in my pocket. Today’s youngsters no longer carry dimes. Those coins are replaced by shiny Galaxy smartphones and iPhone 11, 12, and SEs in their pockets.

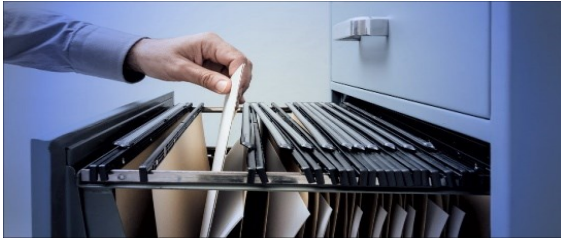
We’ve come to a remarkable distance in the development of smartphones since the era when phone booths stood on street corners in most American towns and cities, and operators stood at the ready to assist.



# What Are Computer Files and Folders?



**BENJ EDWARDS**



Files and folders are a common metaphor for storing data on a computer. Even a modern device that hides files from you as much as possible still uses them under the hood. Here's a look at what files and folders are—and how computers got that way to begin with.

## What Is a File?

When it comes to computers, a file is an abstract idea. It's a conceptual object — more precisely, a group of related computer records treated as a single unit. The method by which computer operating systems store and retrieve files from disk is called a file system.

Files keep related data together so it isn't lost or disorganized, and so you can find it when you need to read or process it. Usually, each file represents a single document (such as a book report), a spreadsheet, a digital image, a video, a song, or otherwise. A file can also be a program that tells a computer what to do.

Applications use many files to work, including executable program files (that contain the instructions required to run the program), configuration files (that tell the program how to run), and data files that might store extra required information in a modular way.

Today, thanks to graphical operating system icons, many people think of a file as being equivalent to a document such as a piece of paper, or perhaps a photographic print. Interestingly, the term “computer file” originated in the 1950s from a different (but related) metaphor.

## The Origins of the File Metaphor

In a paper-based office, a “file” is a set of documents stored together in a container or a drawer, such as in a file cabinet. A file can also be the name of the cabinet itself. At the dawn of computing, many computers used punched cards to store data. Each card didn't hold much information, so a program or set of records typically spanned a stack of punched cards. When not in use, these stacks of cards were often stored in a file (a collection of related cards grouped together) within a special file cabinet or in large tubs called “tub files.”



When it came time to load the data into the computer, someone would retrieve a “file of punched cards” and load it into a machine for reading. So at this time, a computer file was just a physical collection of records stored on paper. Later, when magnetic tape came into computer use, “files” were still typically associat-

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ed with the physical media itself (such as a “tape file”), since the data was stored in a linear fashion and associated with other records by its location on a physical tape spool.

According to the *Encyclopedia of Computer Science* by Anthony Ralston (1976), when random access magnetic disks came on the scene, the concept of a “computer file” began to break free from its physical constraints. When hard drives became large enough, a computer file (a collection of related records, remember) could suddenly live anywhere on disk, even broken into pieces—that is, not necessarily stored in a physically contiguous manner on the disk’s surface. At that point, a computer file became a logical concept: a collection of data defined by a digital index rather than a collection of data physically grouped together. That definition persists today.

### **What Is a Folder?**

A folder is a collection of files. In modern operating systems, each folder can typically contain files, other folders, or both. Folders are a great way to organize files into groups that make sense for later retrieval.

A potentially confusing aspect of folders is that they are also sometimes called “directories.” That’s because a “directory” was an earlier term of a list of files on a disk. When PC operating systems began to support subdirectories (directories within directories) on larger disks in the 1980s, people used directories to group related files together in the same way we use folders today.



The modern concept of a “folder” on a computer originated in the 1981 with the Xerox Star operating system, which represented directories with icons that looked like manila file folders used with paper in an office environment. Later, the Apple Macintosh popularized this concept of the folder-as-directory, and Windows adopted it as well.

### **Folders vs. Directories—and Directory Hierarchy**

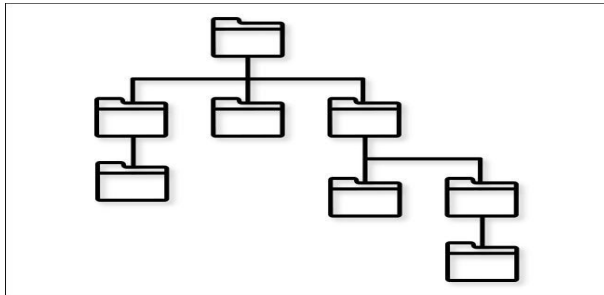
In most operating systems, folders and directories are basically the same thing, although sometimes folders can be special containers for things other than files, such as groups of settings or options in certain versions of Windows.

What’s important to know is that directories are typically hierarchical. That is, each directory can contain other directories, themselves containing files or directories. If you visually map out the resulting nest of

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directories, it will look like the branches of a tree coming off a main trunk, with the trunk representing the main (or root) directory.



Hierarchical file systems originated with Multics in the 1960s, and early PC operating systems often didn't support directory hierarchy (MS-DOS 1.0 or the original Mac OS, for example) until hard disks (that could store many floppies worth of data) became more common in the mid-1980s.

### **What is a File Path?**

A reference to the location of a file within the directory hierarchy is called a path. A path is kind of like an address that tells you (or a program) how to locate a file. On Windows, a file path, when written out, will typically look something like this:

`C:\Users\Benj\Desktop\Photos\Photo.jpg`

When viewed graphically in File Explorer as icons, you'll see this path as nested folders contained within each other. Or you might see a breadcrumb that reads "[Username] > Desktop > Photos" while viewing the current location of "Photo.jpg." But on the command line, Windows uses the backslash character ("\\") to separate directories in a path instead of windows and icons.

While reading the Windows path, the hierarchy goes from left to right, with the containing folders written to the left of those within. So first, you see "C:\\," which is the name of the disk drive ("C:") paired with the root directory ("\\"), then "Users," which is a directory off of "C:\\," then the "Benj" directory, which is within the "Users" folder, and so on. Ultimately, you get to "Photo.jpg," which is the file in question, and you know exactly where it's located on the drive.

On a Mac, a path on the command line might look something like this:

`/Users/Benj/Documents/Photos/Photo.jpg`

As with Windows, you read the path from left to right, increasing in hierarchical depth as you move to the right. Instead of the backslash in Windows ("\\"), macOS and other Unix-like operating systems use a slash ("/") to separate the directories in a path.

While browsing folders in the macOS Finder, you'll see the current path as a breadcrumb at the bottom of the window, such as "Macintosh HD > Users > [Username] > Documents > Photos" if you have "Show Path Bar" enabled (Press Option+Command+P or select View > Show Path Bar in the menu bar). In that case, each angle bracket (">") represents another level in the folder hierarchy similar to a slash ("/").

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## What Are File Formats?

A file format describes how data is stored within a file. Different programs handle data differently, and for the program to understand the data in a file, that data needs to be formatted a certain way. Different file formats and the metadata associated with them allow operating systems (and applications) to distinguish between different types of files.

File formats are often labeled with file extensions, which are typically three- or four-letter abbreviations located at the end of a file name behind a period.

Examples of file formats and their extensions include “.JPG” for JPEG image files, “.MP3” for MP3 audio files, or “.HTML” for HTML web page files. There are thousands of different file formats, and understanding them is one of the biggest challenges in computers today—especially when it comes to reading formats created by obsolete software.

## Finding a File’s Location

So you’re looking for a file. How do you find it—and how do you find its location (path)? It depends on which operating system you’re using.

- **Windows 10:** Press Windows+s on your keyboard and type in the name of the file you’d like to find. In the results, right-click the file and select “Open File Location.” File Explorer will open the file’s location in a window, and you can find its path in the breadcrumb address bar at the top of the window. Or you can right-click the file in File Explorer and select “Copy as Path,” then paste the path wherever you need it.
- **Windows 11:** As with Windows 10, press Windows+s on your keyboard and type in the name of the file you want to find. In the results, you’ll see the path listed in the info window under “Location.” You can also right-click the file in the results and select “Copy as Path” to get the full system path of the file, which you can then paste into any app or document.
- **macOS:** To do a quick search, use Spotlight: Press Command+Space or click the small magnifying glass icon in the menu bar at the top of the screen. Type in the file name you’re looking for, then click “Show All in Finder” at the bottom of the results list. Once in Finder, right-click the file and select “Show in Enclosing Folder.” When the file location opens in a window, show the path bar by pressing Option+Command+P (or selecting View > Show Path Bar in the menu bar), and you’ll see the path in breadcrumbs at the bottom of the window. If you right-click the file in the breadcrumb path, you can select “Copy as Pathname,” then paste the path into whatever you’d like.
- **iPhone/iPad:** On these platforms, you’ll never see the raw system path of any file because it is hidden from the user. But you can search for apps and documents swiping down with one finger on the home screen and typing a name. Also, if you downloaded a file, you can usually locate it in the “Downloads” directory within the Files app. Within the Files app, you can tap the search bar, type a file name, then

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long-press it and select “Get Info.” If you scroll down, you’ll see its path within Files in the “Where” section.

- **Android:** Like iOS, you don’t typically see the raw system path of files in Android while using apps, but it’s possible while using a File Manager (such as Files by Google). In Files By Google, for example, tap the magnifying glass icon and type in file name to search for. In the results list, tap the three dots button the file and select “File Info.” In the pop-up that opens, you’ll see the full system path listed.
- **ChromeOS:** Similar to Android, ChromeOS on Chromebooks generally tries to hide the file system from users, although you can manage files in the Files app. To find a file’s path, launch the Files app, then click the magnifying glass icon in the toolbar. Type in a file name, and in the results list, right-click a file and select “Get Info.” You’ll see the file’s path in the info box that pops up under “File Location.”

The Verge recently reported that due to the rise of operating systems that mostly hide the file system from users (such as iOS on iPhone), some college students are having difficulty with the concept of storing or locating files in a particular file path or location. But now you know that even if an operating system obscures concepts of file path or directory hierarchy from you, there’s always a path somewhere if you peek behind the curtain. Good luck!

Pre internet chat room using  
An old version of windows...







**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 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	\$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:

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

July 2021



# February 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	14 <i>Happy Valentine's Day</i>	15	16	17	18	19
20	21 	22	23	24	25	26
27	28					