



PLATEAU PC USERS GROUP, INC GAZETTE



July 2017

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“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 23, Issue 7

This Month’s Meetings

Photo Editing Workshop
Thursday, July 13 at 1:00 P.M.
At FFG Library Bldg.

General Meeting
Monday, July 17 at **6:00 P.M.**
At Christ Lutheran Church FFG

Plateau Photography Club
Thursday July 20 at 1:00 P.M.
At FFG Library Bldg.,

The July Program at FFG Christ Lutheran Church

Acronis True Image 2017

For the July 17th. Meeting, Gene Barlow, Users Group Relations by a video presentation will explain the different types of Backup Systems with their pro and cons.

- File Backup:** with only data saved
- Clone Backup:** would need minimum of 3 separate clones for safety
- Online Backup:** using the cloud approach, very slow and could be expensive for more storage space
- Acronis True Image Backup:** easy two step backup approach for both PC and Mac machines

Gene will give a brief backup demonstration on the video explaining:
Create Bootable Rescue Media,

Setting up your Entire PC Backup Hard Drive to external hard drive and individual data files.

Restore deals with restoring a few individual files and folders or your entire hard drive from your backup image should your computer crash.



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Summer Hours start at **6:00 P.M.** (April through September)
Winter Hours start at **3:00 P.M.** (October through March)

Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade

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 starting July 1, 2014, with partial years dues as follows:

Due Date	Jul-Sep 2017 <i>Annual Dues</i>	Oct-Dec 2017	Jan-Mar 2018	Apr-Jun 2018
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

Student memberships (21 and under) are \$10 annually. Corporate memberships are \$30 a year for the first two memberships and \$10 a year for each additional membership from the same company.
Contact the PPCUG Treasurer (931) 707-3677 for pro-rated dues of these types of memberships.

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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Director Emeritus Don Lewis

SIG Leaders

Plateau Photography Club	Jim Mansfield	(931) 484-6920
Photo Editing Work- shop Club	Jim Gries	

Up Coming Meeting for August 2017

Note: Summer Hours & Location

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on August 21 at **6:00 P.M.**
at Christ Lutheran Church
481 Snead Drive FFG
(corner of Snead & Lakeview Drive)

Classes

Please send ideas for new classes to Alan Baker.
(ambaker@citlink.net)

Cool Tips & Sites

Microsoft Word Print only Part of a Document

We all like to print the documents we create, but sometimes we just want to print one or two paragraphs rather than the entire document. Word and other programs like it make that easy to do. Just highlight the portion of the text you want to print and click the Print icon. When the printer dialog window appears, look for an area that says Page Range and choose the option Selection.

In Word 2010, they have changed the print option box. If you are using Word 2010, look for the Setting area of that print box and click the down arrow next to Print All Pages to get to the Print Selection choice. In either case, if Print Selection is grayed out, it means you did not highlight anything.

Annual Club Dues

A reminder that the Annual Plateau PC Users Group, Inc. Club Membership for the 2017 – 2018 season are due in July.

Annual dues are \$24 per single person and \$30 per family couple. This enables you to attend the Monthly Monday meetings plus utilizing the two Plateau Photography Clubs PPCUG SIG meetings.

Pay dues to our club Treasurer during the meeting or mail to

PPCUG Treasurer,
P.O. Box 3787,
Crossville, TN 38557

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Plateau Photography Clubs

The Photo Editing Workshop Club is held at 1:00 PM at the Fairfield Glade Library Bldg. on the second Thursday of each month. Members meet to discuss & demonstrate various editing software programs available to enhance their photographs. The SIG leader is Jim Gries.

The Photography Club, a PPCUG SIG, meets the Third Thursday of each month at the Fairfield Glade Library Bldg. at 1:00PM. Topics vary each month but we show and discuss member's photos each month. The SIG leader is Jim Mansfield.

The Photo Club/SIG website

The Photo Club/SIG website is now up. Access to it is through the PPCUG website, using the "Photo Club" navigation link at the top of each PPCUG page. I think that this is a big improvement, and could not have been done without the work of Dallas Richards.

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the Webmaster, Alan Baker
Webmaster@ppcuginc.com (931) 788-2201

PPCUG General Meeting Minutes June 19, 2017

Home Networking for Beginners Gary M. Smith presenter

Gordon introduced Gary M. Smith USAF (Retired) who presented the PowerPoint program by asking:

What can home networking do for you? It allows your devices to talk to each other saving you from going from one device to another.

What can be shared? The most common thing is the printer also the smart TV, smart phones, tablets, storage devices, internet access and gaming. Anything that has Wi-Fi capability has the potential to connect to your home network.

Security, be safe, how do you do it, if your provider is setting up your network ask them to do it. Make sure that you do not keep your password near your computer! Wi-Fi signal extends 100 Ft from your home. If you need further extension go on line to buy.

Windows 10 has a built in home- group. Home group shares every PC in the house, music, photos, and the household printer. Directions to set this up are on PPCUG web site listed as a hand out. Remember to write down your password, which you will need for those in your group. After set up, Windows home group begins sharing. Should you forget your password you can go to Home-group settings from the host computer and find it!

The final slide has a list of helpful resources.

Gary answered many computer questions from the audience.

V.P. Jim Buxton announced the requirement to vote for the incoming slate of officers to be seated at the beginning of the new fiscal year July 1 2017 to June 30 2018. With 22 members present, we have a quorum. Jim asked those in attendance to stand as he called their name. Linda Yates director, asked to have her name withdrawn. A motion to accept the slate of officers as presented on page 5 of the June Gazette was moved and seconded. A voice vote to accept was unanimously in favor.

Dues for the coming fiscal year are also due. Please refer to page 15 June Gazette to renew or become a new member.

Gordon announced everyone is invited to attend the Board meeting, which meets the second Wednesday of the month 2pm at the Art Circle Library. One order of business is planning programs for the general meeting; next months will be on backing up your computer with Acronis.

Submitted by:

Cindy West

Secretary



Online Safety

February Meeting Recap

By John Weigle, Editor, Channel Islands PCUG, CA

March 2017 issue, The TOE

www.cipcug.org

[jweigle \(at\) vcnet.com](mailto:jweigle@vcnet.com)

Online safety was the primary topic of the February program, with member Michael Shalkey discussing the amount of personal information that's on the internet and many of the dangers that creates. He used chain.co/safety, which was designed for women but has tips for everyone in its online security guide as a general guide to dangers and solutions, and familytreenow.com, a genealogy site, to demonstrate the amount of information that's easy to find.

The chain.co/safety site offers a starter pack and an advanced guide about possible scams, dangers and solutions. Both are free and part of the website. Its introduction includes this statement: "Modern technology such as the internet/mobile phones etc., has made it increasingly easy for abusive partners to stalk, intimidate and threaten their targets both online and offline. The good news: you can take measures to protect yourself! Assess your risk and take back control with this guide of best practices."

The site emphasizes that everyone posts all kinds of information on social media, opens accounts of many kinds, logs in to sites, and have apps on our computers or smart phones that have information we seldom think about, such as Wi-Fi signals and GPS locations, websites we've visited and pictures we post. It also suggests considering how your children's posts might affect your privacy. Are they posting their addresses, schools, activities, and places they like to visit? General recommendations:

- Use a strong password — at least 15 characters, upper and lower case letters, and numbers and symbols.
- Don't use the same password on many sites.
- Don't let your browser save your passwords.
- Think passphrase instead of password.
- Use a password manager and change your passwords periodically.
- Use two-factor authentication.

Browser recommendations

Use the Electronic Frontier Foundation's Panopticlick at [https:// panopticlick.eff.org](https://panopticlick.eff.org). (The writer tested the site and it recommended installing Privacy Badger, which it says blocks tracking ads, and invisible trackers, unblocks third parties that promise to honor do not track and determines if the browser protects you from fingerprinting (it lists the information that's shared).

The site has instructions on privacy settings for Chrome, Firefox, Safari, Explorer, and others, and discusses private browsing techniques within browsers and with add-ons. Facebook and Twitter settings are explained as are location apps in smart phones. Message apps WhatsApp and Signal are also discussed. The Advanced Guide discusses how to identify your security risks and what to do about the ones you find, starting with documenting any abusers who are bothering you. Sections include securing mobile phones, laptops, computers, and apps; browsing the web, social engineering and phishing, IP addresses and Wi-Fi, among others. Other topics include anti-virus and firewall software, encryption and deleting information, remembering that deleting computer files does not remove files. It just changes the file name, which tells the computer other files can write over the "deleted" one.

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FamilyTreeNow.com - As noted above, this is a genealogy site, but it could be used by stalkers and others who want to learn more about an individual. "This is a scary, scary thing," Shalkey said. The opening page asks for the first and last name of the person you want information about and a state or all states.

Shalkey used himself and the result was ultimately a long list of associated names, possible relatives, possible associates, current and past addresses and phone numbers. Most of the entries were valid and names that he recognized. (The writer visited the site and the first result was a list of nine people with the name John Weigle. I selected myself and got a much shorter list than the one Shalkey found. My name and my deceased father's name were correct. I did not recognize the sole possible associate. Of the eight current and past addresses, four were correct home or mailing addresses, one was a business site my brother and I co-owned, and three were wrong. Three phone numbers were correct.).

A member of the audience noted that the ease of finding former addresses is a good reason not to use them as part of a password. Clicking on an address brings up a picture of the location. "When you think 'nobody knows anything about me' — not necessarily true," Shalkey said. The site has an opt-out page.

Questions and answers Q: Are maiden names on the site? A: Yes.

Q: Is there a fee? A: I'm sure there is somewhere, but so far what I've shown you is free.

Q: Is the site tracking you? A: I'm not sure. I could have used incognito browsing, which is not tracked.

What are the F1 through F12 keys?

Updated: 04/26/2017 by Computer Hope

Commonly known as **function keys** on a computer keyboard, F1 through F12 may have a variety of different uses or no use at all. The operating system installed on the computer and the software program that is currently open dictates how each of these keys operate. A program is capable of not only using each of the function keys, but also combining the function keys with the Alt or Ctrl key. For example, Microsoft Windows users can press Alt+F4 to close the currently active program.



Note: Some keyboards' F1-F12 keys include additional functionality when used in combination with the Fn key, which is usually located near Ctrl. For example, if the F11 key has a blue "Stop" sign under it, pressing Fn + F11 will stop the music you're listening too. The additional functions available with the use of the Fn key will differ depending on the brand of keyboard being used. Please check your computer's documentation or manufacturer's website for specific details on which features are available on your keyboard.

Tip: Some computers may automatically enable the Fn key for accessing the special functions on the F1 through F12 keys. You may be able to turn off the Fn key by accessing the keyboard settings in the Control Panel.

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Note: If your keyboard does not have a row of function keys, they are probably set up as secondary functions on other keys, similar to the Fn situation outlined above. Some laptop keyboards are set up this way to save space.

Below is a listing of some of the more common functions of the functions keys for Microsoft Windows and Microsoft applications, as well as some for macOS. As mentioned above, not all programs support these function keys and the function keys on your keyboard may perform different tasks than those mentioned below.

Tip: If you are looking for specific shortcut keys and function key examples, please visit our shortcut keys page.

F1

- Almost always used as the help key, almost every program opens a help screen when this key is pressed.
- Enter CMOS Setup.
- Windows Key + F1 would open the Microsoft Windows help and support center.
- Open the Task Pane.

F2

- In Windows renames a highlighted icon, file, or folder in all versions of Windows.
- Alt+Ctrl+F2 opens document window in Microsoft Word.
- Ctrl+F2 displays the print preview window in Microsoft Word.
- Quickly rename a selected file or folder.
- Enter CMOS Setup

F3

- Often opens a search feature for many programs including Microsoft Windows when at the Windows Desktop.
- In MS-DOS or Windows command line F3 will repeat the last command.
- Shift+F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
- Windows Key + F3 opens the Advanced find window in Microsoft Outlook.
- In Windows Explorer start the search function.
- Open Mission Control on an Apple computer running macOS X.

F4

- Open find window in Windows 95 to XP.
- Open the address bar in Windows Explorer and Internet Explorer.
- Repeat the last action performed (Word 2000+).
- Alt+F4 closes the program window currently active in Microsoft Windows.
- Ctrl+F4 closes the open window within the current active window in Microsoft Windows.

F5

- In all modern Internet browsers, pressing F5 will refresh or reload the page or document window.
- Ctrl+F5 forces a complete refresh of the web page, clearing the cache and downloading all contents of the page again
- Refresh the list of contents in a folder.
- Open the find, replace, and go to window in Microsoft Word.
- Starts a slideshow in PowerPoint.

F6

- Move the cursor to the address bar in Internet Explorer, Mozilla Firefox, and most other Internet browsers.

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- Ctrl+Shift+F6 opens to another open Microsoft Word document.
- Reduce laptop speaker volume (on some laptops).

F7

- Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.
- Shift+F7 runs a Thesaurus check on the word highlighted.
- Turns on Caret browsing in Mozilla Firefox.
- Increase laptop speaker volume (on some laptops).

F8

- Function key used to enter the Windows startup menu, commonly used to access Windows Safe Mode.
- Used by some computers to access the Windows recovery system, but may require a Windows installation CD.
- Displays a thumbnail image for all workspaces in macOS.

F9

- Refresh document in Microsoft Word.
- Send and receive e-mail in Microsoft Outlook.
- Opens the Measurements toolbar in Quark 5.0.
- Reduce laptop screen brightness (on some laptops).
- With macOS 10.3 or later, displays a thumbnail for each window in a single workspace.
- Using the Fn key and F9 at the same time opens Mission Control on an Apple computer running macOS X.

F10

- In Microsoft Windows activates the menu bar of an open application.
- Shift+F10 is the same as right-clicking on a highlighted icon, file, or Internet link.
- Access the hidden recovery partition on Compaq, HP, and Sony computers.
- Enter CMOS Setup on some computers.
- Increase laptop screen brightness (on some laptops)
- With macOS 10.3 or later, shows all open Windows for the active program.

F11

- Enter and exit fullscreen mode in all modern Internet browsers.
- Ctrl+F11 as computer is starting to access the hidden recovery partition on many Dell computers.
- Access the hidden recovery partition on eMachines, Gateway, and Lenovo computers.
- With macOS 10.4 or later, hides all open windows and shows the Desktop.

F12

- Open the Save as window in Microsoft Word.
- Ctrl+F12 opens a document In Word.
- Shift+F12 saves the Microsoft Word document (like Ctrl+S).
- Ctrl+Shift+F12 prints a document in Microsoft Word.
- Preview a page in Microsoft Expression Web.
- Open Firebug or browser debug tool.
- With an Apple running macOS 10.4 or later, F12 shows or hides the Dashboard.
- Access the list of bootable devices on a computer at startup, allowing you to select a different device to boot from (hard drive, CD or DVD drive, floppy drive, USB drive, and network).

Another Unusual Problem – Why can't I get to OneDrive.com?

By Phil Sorrentino, Contributing Writer, The Computer Club, Florida
The Journal of The Computer Club, Inc.
<http://scccomputerclub.org/> / Philsorr.wordpress.com
philsorr (at) yahoo.com

The last time I wrote about an unusual problem was September 2013. That turned out to be a kinked USB cable between the computer and a printer. Since then I've seen many problems, but most have been of the garden variety - like malware infections, out-of-date printer drivers, wrong file associations, misplaced files, lost passwords, CPU and hard disk failures, etc., but this latest problem is very different. The problem manifested itself one day a few months ago, but I thought it was just a temporary situation, so I didn't pay much attention to it. Then, after a good period of time, it dawned on me that the problem had been going on for at least five or six weeks. The problem was that I could not get to the OneDrive website to get the files I had put there. I had no trouble getting to all of the other websites that I typically use, like yahoo.com, google.com, cnn.com, and scccomputerclub.org. I have five computers at home; three are connected by Ethernet cable to the router (one is windows 7 and the other two are windows 10) and the other two use wi-fi (both of which are windows 10), but it didn't matter, none would connect to OneDrive. Onedrive.live.com would appear and stay in the browser address bar, but nothing else would happen. I could get to OneDrive from other locations, like the computer lab, using my laptop or the computer lab computers. I could get to OneDrive from a friend's home. I could even get to OneDrive using my Android tablet at my home. But I couldn't get to OneDrive with any of my windows 10 or windows 7 computers. It was very perplexing.

Over the past year or so I have been using OneDrive as a vehicle to distribute information to other people. I have sent a large number of pictures to family members using OneDrive. I have distributed class notes to students using OneDrive. And I have used OneDrive to show videos to people I have been visiting. OneDrive, or any of these Cloud Storage services, is really a great place to keep files that you want to have accessible from anywhere (except from my house). Fortunately, I have a cloud account with Dropbox, Google Drive, and Box, all of which can be used for the same purposes, so I was able to continue distributing and accessing files, only from a different cloud source. But, what was going on with OneDrive?

It seemed like my computers didn't know where OneDrive was. The first thing I thought of was that I had gotten on some black list and I was being kept out of OneDrive for some unknown reason, but there was no real substance behind that thought. Next, I thought maybe my router needed a software update. I checked with my router's manufacturer and sure enough there were two updates that I didn't have. I updated the router software, but unfortunately no luck, the problem was still there, I still couldn't get to OneDrive. It still looked like my computers did not know where OneDrive was.

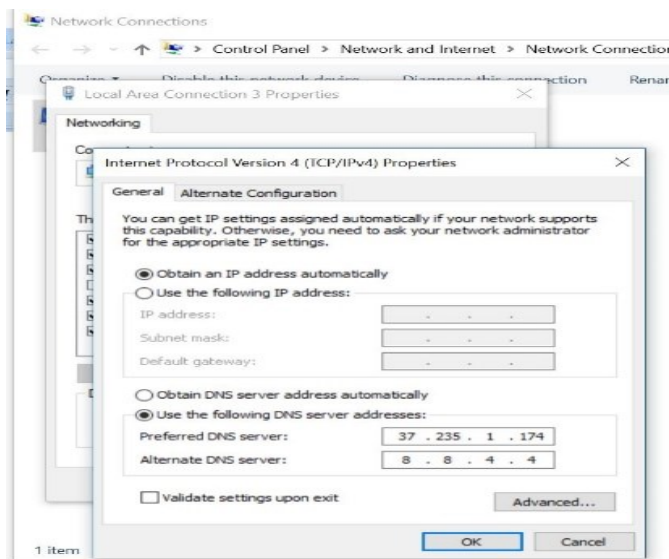
When I mentioned this problem to my son, he suggested it might be the DNS server. This thought eventually led to a solution (again, that college education paid off). So, what tells the computer, really the browser, where to go on the internet? Well, you would think that we do, by the name we put in the address bar of the browser, like www.yahoo.com. But, the address on the internet actually takes the form of an IP address, which is a collection of 4 decimal digits separated by periods. For example, when I researched the address for yahoo.com, I found 98.138.253.109, (actually yahoo.com probably has many IP addresses.), and the IP address for scccomputerclub.com was reported as 192.185.77.210. So that we mortals do not have to memorize the numerical IP address, there are computers out there on the internet whose sole job is to make the address conversions from names to numbers. These computers are called Domain Name System servers (or DNS servers), and a DNS server is typically assigned to you by your

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Internet Service Provider (ISP), Brighthouse or Frontier for most of us. A DNS server is a server computer that contains a database of public IP addresses and their associated host names, and typically serves to resolve the former to the latter, as requested. (Think of it as a device that translates the word address that you type, to a numerical address that is then used by the computer.) So, in summary, when you attempt to go to an address on the internet using your browser (Edge, Chrome, Internet Explorer, etc.), the address you put into the browser's address bar is sent to a DNS computer where it is converted to a numerical IP address to which your browser is then connected.

There are many DNS servers on the internet, so which one do I use? Maybe the one I am using is giving me the problem, I thought. The DNS server that a computer uses is defaulted to be one that your ISP provides to you, and is a technical detail that is buried way down in the networking software. One way to get there is to go to the Control Panel and select "Network and Sharing Center" (view by large icons). Next, click "change adapter settings", then right-click on your connection and click Properties. Next in the "This connection uses the following:" select "Internet Protocol Version 4 (TCP/IPv4)", and then click Properties.



The final window looks like this except that the "obtain DNS server automatically" button will be selected (by default). In order to use a specific DNS server, select "Use the following DNS server addresses:" and then insert the IP addresses of a primary and a secondary DNS server.

But what DNS server should I use? Well, you should probably use the DNS server that is provided by your ISP, unless you are having a problem similar to the one that is being explored here. If you want to use a different DNS server there are some that are available to the public for free. Google provides 8.8.8.8 as a primary server and 8.8.4.4 as a secondary server. And FreeDNS provides 37.235.1.174 as a primary server and 37.235.1.177 as a secondary server. Try one of these if you are having difficulty reaching a known website. As you have probably guessed, I tried the FreeDNS servers and now I can reach OneDrive, and life is back to normal. I have concluded that the DNS server that I was using, for some reason, was not translating the words to numbers correctly. And yes, I did have to do this on each of the computers I wanted to use, at home, with OneDrive. (Though there is a change that you can make in the router that would affect all the devices that used that router, but that might be the subject of a future article.)

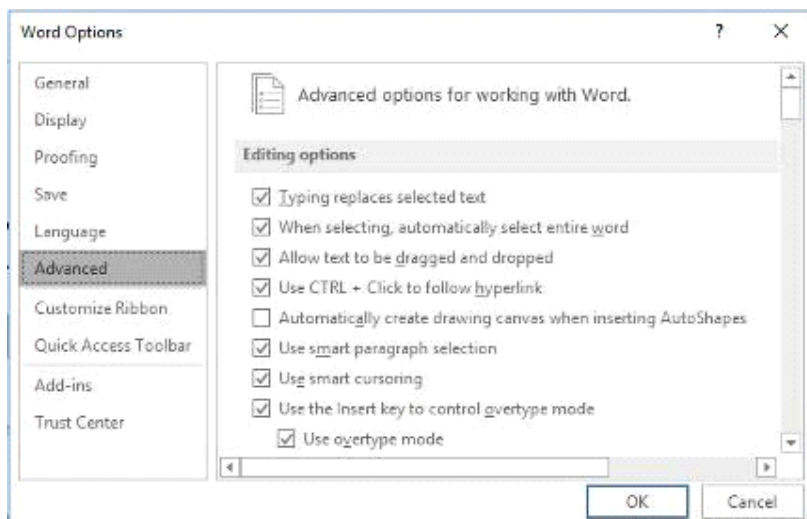
What Happened to Word's Overtyping Mode?

By Nancy DeMarte, 2nd Vice President, Sarasota Technology Users Group, FL
February 2017 issue, Sarasota Monitor
www.thestug.org
ndemarte (at) verizon.net

If you used versions of Word before 2007, you probably encountered an editing feature called Overtyping mode. This feature was introduced to save time when you needed to change some text in a document. To turn on Overtyping mode, you pressed the Insert key on the keyboard. With Overtyping enabled, every character you typed replaced the one to its right. It eliminated the step of deleting a group of text and inserting new text in its place.



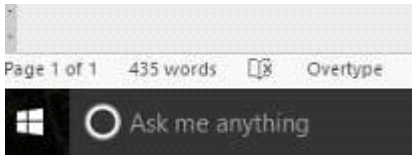
If you were an Overtyping user, you might have wondered why it doesn't work anymore. Beginning with Word 2007, Overtyping mode has been disabled. Why? One reason is that it was hard for the user to tell if Overtyping was enabled. With no light or indicator on the screen, you didn't know whether Overtyping was active or not until you began typing. Non-professional typists like me would occasionally press the Insert key by accident, engaging Overtyping and find ourselves deleting text we wanted to keep. Figure 1 shows how close the Insert key is to the common Backspace and Delete keys.



Although Overtyping mode is disabled in recent versions, you can make it accessible using one these two methods. First, with a Word document open, click File, then Options. (In Word 2007, click the Office button, then Word Options.) Then click Advanced from the left menu, and under Editing Options, click the checkbox which says, "Use Overtyping mode." (Figure 2) If you want the Insert key to control whether Overtyping is on or off, click the checkbox next to "Use the Insert key to control Overtyping mode." Then click OK.

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An easier way to enable Overtyping and know whether it is on or off is to add it to the Status bar. This bar runs along the bottom of every Word Window above the Taskbar (That's the one with the Zoom slider on its right end.) Right click in an empty space on the Status bar. The list which appears shows you the tools you can add to this bar, one of which is Overtyping. When you click it, the word Overtyping appears near the left end of the status bar, showing that it is enabled. To disable it, click the word again and it becomes Insert. You don't need to change the checkboxes in Word Options, and you don't have to touch the Insert key. Just a glance at the status bar will tell you what editing mode you're using, Insert or Overtyping.

Where to Get Tech Today

By Greg Skalka, President, Under the Computer Hood UG, CA
February 2017 issue, Drive Light
www.uchug.org / president (at) uchug.org

It seems we have more and more technology available in the products we buy. Almost everything is getting networked these days, and the categories of products where electronics now play a major part continue to increase. This has expanded the number of places to get tech far beyond the traditional sources of a decade ago. A lot of stores that used to be the traditional sources for computers and technology have gone away, while a lot more shopping for the devices we need is done online.

It seems you can't swing an HDMI cable in practically any room in the typical house these days (including the garage and often the back yard) without hitting something containing electronics. Never mind the TVs, computers, game systems, tablets and phones - electronics and connectivity have worked their way into almost every device and appliance you see. Practically every kitchen appliance has the strong possibility of being connected to the Internet, controlled by a timer or digitally enhanced. Refrigerators, microwaves, stoves and dishwashers are now loaded with tech. Even the lowly meat thermometer has gone digital.

Digital thermostats keep the house temperature comfortable while saving energy. Wi-Fi reaches into every corner of the house and even out onto the patio, through repeaters and extenders. Voice-operated assistants like Amazon's Echo and Google's Home Assistant provide information and control anywhere your voice can be heard. Lights, camera, action - home control and alarm systems control lights and appliances, allow remote monitoring and signal when security has been breached. Even the laundry room gets into the act with efficient washers and dryers with sophisticated features. With so much electronics in a modern automobile, you might have as many processors in your garage as in the rest of the house.

With all this technology spread throughout the items in your home, practically every store has had to become a technology store. Home improvement stores like Home Depot and Lowe's are now much more than lumber yards; since they sell so many smart appliances and smart home devices, their employees have to know more than just nails and screws. The trick is getting good tech advice from all those diverse stores that now sell smart stuff. You can expect the Sprint, Verizon and ATT stores to have tech-savvy employees, but what about Walmart, Target, Costco, Ace Hardware and O'Reilly Auto Parts?

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Ghosts of Tech Stores Past

A few decades ago, there were specific places to go to get high tech items, places like RadioShack, CompUSA and Fry's Electronics. There used to be lots of small independent computer stores in San Diego, mostly in the Kearny Mesa area. Maybe it was the decline of the computer, the rise of tech in everything or competition from the Internet, but many of those tech stores are long gone, and the ones remaining are struggling.

Many RadioShack stores have closed, and most of the remaining stores are branded as "Sprint" stores. Remember CompUSA, Circuit City and Incredible Universe? All of those chains couldn't make it and closed down. Best Buy and Fry's Electronics have managed to survive, but are having to work hard to compete with online retailers and all the big box stores selling electronics. Apple and Microsoft have established their own stores, but only in very limited markets.

The real battle in tech retailing is probably in online sales versus brick and mortar stores. Amazon not only sells technology, but with their Kindle e-readers and tablets, Echo / Dot / Tap assistants and their warehouse automation to speed up order fulfillment (and maybe even delivery drones), they are also developing technology. The irony is that while brick and mortar stores are working hard to push their own online sales, Amazon is starting to open physical stores.

So, where will your next tech purchase come from? Will it be from Amazon, Fry's, the Apple Store, the Toyota dealer or REI?

Customize Your Quick Access Toolbars in Office

By Nancy DeMarte, 2nd Vice President, Sarasota Technology Users Group, FL
May 2017 issue, Sarasota Monitor
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Microsoft Office offers hundreds of tools on its extensive "ribbon" structure. A user can spend a long time trying to locate a specific tool. To relieve that frustration, Office added a Quick Access toolbar to some of its Office applications and recently to the File Explorer window.

Located in the upper left corner of the title bar above the ribbon tabs, the Quick Access toolbar is always visible, which makes it a handy place to store your favorite tools. It contains a few icons to get you started, such as Save, Undo, and Redo. You can, however, customize this area to include any tools you want. It isn't difficult and can save you a lot of extra clicks. Using Word as an example, first open a document to reveal the Quick Access toolbar above the left end of the ribbon.

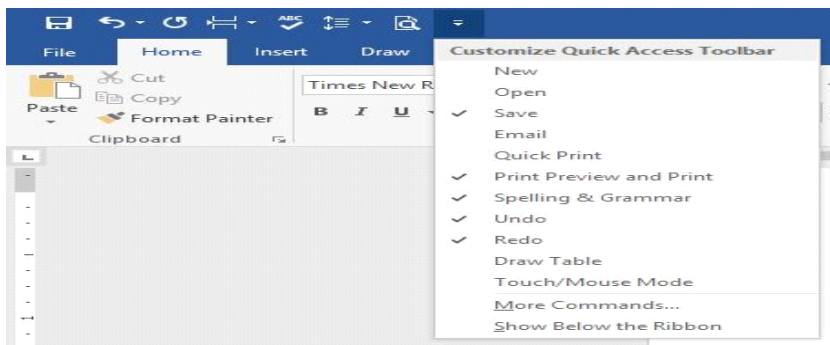


Figure 1 Quick Access dialog box

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Then click the downward pointing triangle with a line over it at the right end of the Quick Access toolbar. This opens a menu of the most popular tools (commands). (Fig 1) Clicking an item puts a checkmark next to it, which adds it to Quick Access.

To see more tools, click “More Commands.” This opens a large dialogue box (Fig 2) that contains all the tools and commands which are part of Office, such as Word, Excel, PowerPoint, and Outlook.

Take a careful look at this large box. In the list on the left side, Quick Access toolbar should be highlighted. If it isn't, click to select it. In the center pane is an alphabetical, scrollable list called “Choose commands from” with “Popular Commands” displayed. If you don't find the tool you're looking for in the extensive Popular Commands list, you can click the down arrow next to Popular Commands and select the huge “All Commands” list. If you still have no success, try “Commands not found on the Ribbon,” which includes tools such as the Envelope and Label Wizard, AutoCorrect Sentence Caps, and Decrease Paragraph Spacing.

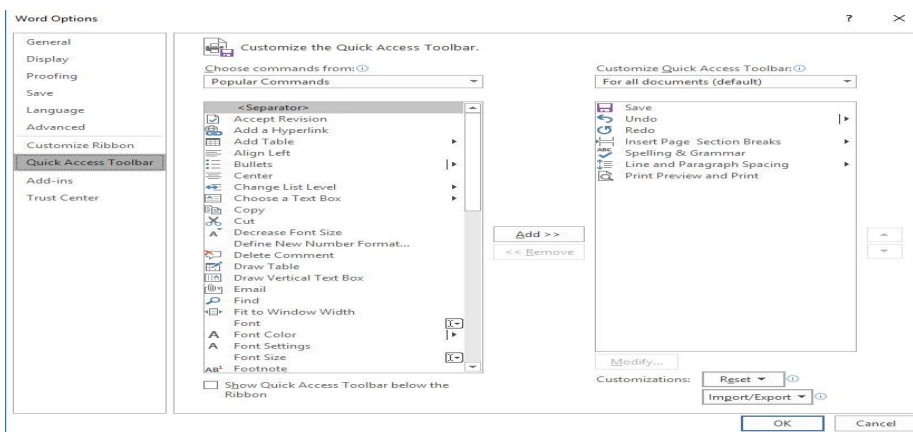


Figure 2 Full Quick Access customization dialogue box

To add a command to the Quick Access toolbar, click a tool in the left pane, then click “Add” between the panes, and the tool will appear in the right pane. Click OK to close the box. Notice that below “Add” is “Remove.” You can remove tools from the Quick Access bar by clicking a tool in the right pane and then Remove. In the bottom right corner of the dialogue box are two other options: “Reset” and “Import/Export.” Click Reset to return your Quick Access toolbar to its factory setting. Import/Export can put all your customized settings into a file to be exported to another computer using a thumb drive or other media.

Tips:

1. Make sure you add only tools you use regularly to Quick Access. You don't want to clutter your window with another long line of icons above the Ribbon. Some of my favorites in Word are the Spelling and Grammar checker, Line and Paragraph spacing, and Print Preview and Print.
2. You can position the Quick Access bar below the ribbon instead of above. Click the arrow at the right end of the Quick access bar and select the last item, “Show below the Ribbon.”
3. This same large dialogue box can be used to customize the Ribbon. Click “Customize Ribbon” in the list on the left directly above Quick Access Toolbar. You add or remove tabs and tools to make the Ribbon fit your needs.

Look for Quick Access toolbars or lists across many of the Microsoft applications. They can save you time and effort.

PLATEAU PC USERS GROUP, Inc.

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. Our annual dues are now payable on July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting 7/1/2014 with partial years' dues as follows:

Due Date	Jul-Sep 2017 Annual Dues	Oct-Dec 2017	Jan-Mar 2018	Apr-Jun 2018
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

Date: _____ Amount Paid: \$ _____ :00, by Cash ____, or Check (# _____)

Last Name	First Name	Family Members (if family membership)
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Address:

City	State	Zip Code	Phone Number
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E-Mail address: _____

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

I have used PCs since (year): _____

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

June 2017



August 2017



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

Note: Please see page #15 for the Plateau PC Users Group, Inc. [Application for Membership form.](#)