



# PLATEAU PC USERS GROUP, INC GAZETTE



**November 2015**

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

Volume 21, Issue 11

## This Month’s Meetings

**Photo Editing Workshop**  
Thursday, November 12 at 1:00 P.M.  
At FFG Library Bldg.

**General Meeting**  
Monday, November 16 at 3:00 P.M.  
At 127 S. Senior Center  
**Note above Winter Hours**

**Plateau Photography Club**  
Thursday November 19 at 1:00 P.M.  
At FFG Library Bldg.

## November Program Topics

### Gifts For Geeks

Carl Nordeen and Steve Rosenstein will discuss the latest and greatest in computers and electronics for the holiday season. Some will be practical, some weird and some both.

Carl will handle the “tekky” stuff and Steve will be talking about new gadgets. Current and new technology will be included.



This is the last meeting of 2015. The next meeting is Monday, January 18, 2016

We do not publish an issue in December, so this will be the last Newsletter for 2015

We wish you all A Happy Holiday Season and a Successful coming New Year.



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## “FREE” Table

We have set up a table at our member meetings to share our “extra” goodies with other club members. If you have something to give away, bring it in and put it on the FREE table. It’s first come, first served. If you see something you want, help yourself.

## 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:

Join Date	Jan. 1, 2016	Apr. 1, 2016	July 1, 2016 Annual Dues	Oct. 1, 2016
<b>Single:</b>	\$12	\$6	\$24	\$18
<b>Families:</b>	\$15	\$7	\$30	\$22

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

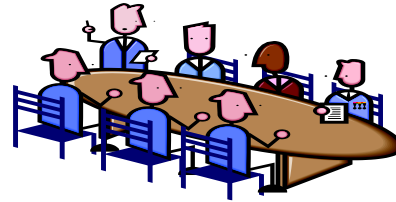
All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up 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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2015-



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Photo Editing Workshop	Ed Thornblade	(931) 456-6020
Plateau Photography Club	Jim Mansfield	(931) 484-6920

## No General Meeting in December 2015

### Up Coming Meeting is January 2016

The next General Meeting of the  
**PLATEAU PC USERS GROUP**  
Will be on January 18 at **3:00 P.M.**  
at **127 S. Senior Center**

**Note: Change to Winter hours**

### Classes

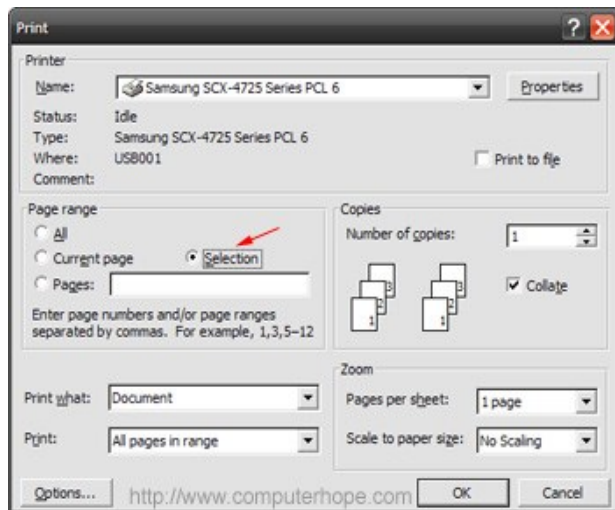
Please send ideas for new classes to Alan Baker  
( ambaker@citlink.net )

### Cool Tips & Sites

#### Print only sections of a page

Save on your printer ink by selectively printing in Windows programs such as Microsoft Word, Excel, Internet Explorer (and other browser), WordPad, Outlook, etc.

To do this highlight portions of text you want to print and click the Print icon or option in the File menu. In the printer dialog window (like the one shown below) under Page Range choose the option Selection.



### PPCUG ISP

We wish to thank the following for providing  
ISP connections:

Frontier for DSL at the :  
127 Senior Center, Crossville, TN

## 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

A photo editing workshop 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 Ed Thornblade.

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](http://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](mailto:Webmaster@ppcuginc.com) (931) 788-2201

## **General Meeting Minutes October 19, 2015**

### **Publisher program by Steve Rosenstein**

The Q&A portion of the meeting began with a question about when to upgrade to Windows 10? An earlier recommendation to wait as long as you can wasn't very specific. Free upgrades for qualified machines will be available until July of 2016. The longer you wait the more likely program problems will have been discovered and "fixed". How long you wait is up to the individual.

Another individual wanted to know if he could install his copy of MS Office currently being used on his old machine, on to his new machine. Yes, if this was a purchased copy of Office for which you have the discs, you may uninstall from the old machine and reinstall on the new one.

Carl brought up a problem that some people are having when attempting to upgrade from Win 7 to Win 10. There have been cases where an error message saying that a machine can't be upgraded due to deficiencies in the machine. The most likely problem is a video card and/or driver that is not compatible with Win 10. Carl recommends checking with the manufacturer of the computer to see if they can help with a compatible driver that will work.

Window 10 conversion also was the basis for the next question. After upgrading a machine with an AMD processor, the machine worked much slower than before. The inquirer asked if he could revert back to Win 7? The answer started with another question. How long ago was the upgrade performed? If longer than 30 days the answer is no. You do have the ability to go back if done within the 30 day trial period. After 30 days it is too late.

One person with an older laptop upgraded from Win 7 to Win 8 expecting to get the 64 bit version instead ended up with a 32 bit version. He wanted to know if it was possible to change to the 64 bit system. Carl's answer was that it might be possible but would be difficult.

A question asking for a way to minimize popup ads brought a suggestion of trying "Adblock plus" or "Adblock". These are free add on extensions designed to minimize bothersome popups. They are two different programs derived from a common background. They can be found through a search of the web. Somewhat like WOT (Web of Trust) ad blockers may be browser specific and will need to be downloaded for each browser used.

Carl also spoke about some significant differences that will be encountered once you begin to use Windows 10. Windows 10 does not use the familiar Internet Explorer browser, instead it now uses Windows Edge. Carl cautioned people to understand that part of the workings of Windows 10 is to track and send back to Microsoft quite a lot of information on how you are using the product. Some of this helps to make the product better but if you are sensitive to what is being reported Carl suggests that you check the settings and if desired make changes to agree with your wishes. In Edge, look in the upper right corner for three dots and also three little lines, each take you to further information.

A member asked for information on where to purchase a new battery for his computer. Carl recommended a search of the internet and also mentioned Pacific Battery co. as one possibility.

After a brief intermission Steve Rosenstein made a presentation on the Microsoft Program, Publisher. Publisher is available as a stand-alone program and has been included in MS Office professional level programs

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and some of the standard level Office suites as well. Microsoft Publisher is an entry-level desktop publishing application from Microsoft, differing from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing. Steve and Gordon Botting, two of our Club officers use Publisher regularly in publishing magazines, pamphlets and our club newsletter the Gazette. They find that it is easier to do the construction and importation of materials to their work than if they were to attempt similar actions in MS Word. One weakness in Publisher is that it cannot open or import PDF or Photo Shop PSD extension files. Publisher does work very well with other MS Office products, such as Word and Excel. For those of you who do not have access to Publisher, MS Word does have similar capabilities but you may find it more cumbersome.

Steve also suggested that it can be used for letterheads, cards, posters, menus and brochures. Some recommendations to improve the quality of presentation were to limit the number of fonts in a publication and to search You Tube for videos “MS publisher 2013 tutorial.” Steve states openly that you can learn almost anything via a computer and You Tube videos.

Submitted by:

Dick Del Frate  
Secretary

### **Siri for Seniors (or Anyone)**

By Larry McJunkin, The Retired Geek  
<http://retiredgeek.net/2015/06/03/siri-for-seniors-or-anyone/>

If you have an iPhone 4s or later, iPad with Retina display, iPad mini, or iPod touch (5th generation), meet your new best digital friend – **Siri**. You’ve probably been ignoring Siri a lot simply because you may not be comfortable using it. But if you’ll just talk to Siri as you would a friend, you’ll be amazed how much it will help you during your day. Let’s take a look at some of the most helpful things you can do.

Things like sending messages, reading email, placing calls, setting reminders (very important for those of us with short memories) or even finding a restaurant or making dinner reservations. You can ask Siri to show you the Orion constellation or even how to flip a coin. Siri works hands-free, so you can ask it to show you the best route home and what your ETA is while driving. And it’s connected to the world, working with Wikipedia, Yelp, Rotten Tomatoes (movie reviews), Shazam (song & artist recognition), and many other online services to help you find even more answers. The more you use Siri, the more you’ll realize just how great it is. And just how much it can do for you.

#### **How to Use Siri**

Press and hold the HOME button on your iOS device until you see “What can I help you with?” accompanied by a double-beep tone. Then, in a normal speaking voice tell Siri your command. Wait for Siri to respond to your request and display it. If you’re driving, don’t try to read it, but reply to Siri again, saying “I can’t read it”. Then Siri will read back your command for verification, which is very helpful with texts or emails, especially while driving.

*Note: (Continued on page 13)*

The Rankin File  
**10 Ways to Protect Yourself from Identity Theft**

By Bob Rankin, Ask Bob Rankin

[http://askbobrankin.com/10\\_tips\\_identity\\_theft\\_protection.html](http://askbobrankin.com/10_tips_identity_theft_protection.html)

A new study shows that identity fraud is increasing, affecting over 13 million U.S. consumers in the past year. Big spikes were noted in 'new account fraud' and 'account takeover fraud' -- two of the most damaging types of ID theft. In addition, a series of massive data breaches at major corporations leaves consumers vulnerable to phishing and other forms of fraud. Poor password practices are a factor as well. Read on for my tips on avoiding fraud and identity theft...

Identity theft is one of the most traumatic non-violent crimes to which one can fall victim. When a crook uses your good name to commit fraud or robbery, the impact on your reputation, employability, and credit is severe and can last for years. It's even possible to find yourself arrested for crimes you did not commit. So it's important to protect yourself against identity thieves.

The telltale signs that your identity has been stolen can be subtle and go unnoticed for months, even years. Inexplicable charges on your credit card bill may be chalked up to clerical errors. Letters from creditors you've never heard of and certainly never did business with may be ignored. But eventually, an enormous credit card bill, legal papers or police show up at your door. You are denied a mortgage or a job. Then the real nightmare of proving "I didn't do it" begins.

### **Prevent Identity Theft**

It can be maddeningly difficult to clear your name, costing hundreds of hours and thousands of dollars. That's why it's important to take steps NOW to make it as difficult as possible for a scammer to victimize you. Take action on these ten tips as soon as possible, and you'll tip the scales in your favor:

1. Check your credit report on a regular basis, to see if there is any incorrect information, or accounts you don't recognize. My article [Free Credit Reports Online](#) explains how U.S. citizens can get three free credit reports per year, and avoid the credit report scammers.
2. Shred your sensitive personal documents before throwing them away. A battery-powered cross-cut shredder can render your banking and credit card information unreadable and costs less than \$30. "Dumpster diving" is a favorite, low-tech way by which ID thieves collect bank statements, credit card numbers, Social Security Numbers, and other bits of your identity from your trash.
3. Be wary of telephone solicitors asking for personal or financial information to "verify your identity." Common scams involve someone who claims to be from your bank or credit card company, claiming that there is a problem with your account. If you did not initiate the call, hang up and call the toll-free number on your statement, then ask for the security department. This happened to me recently, in the wake of the Chase Bank breaches. A person claiming to be from Chase called my unlisted number and asked for me by name. I Googled the number on the caller ID, and found that many others reported similar calls.
4. Keep important documents, such as tax returns, birth certificates, social security cards, passports, life insurance policies and financial statements secure in your home. A fireproof safe is a good idea, but remember to bolt it to the floor or hide it well. Consider using TrueCrypt or Bitlocker to encrypt your personal and financial data, in case your computer is lost or stolen.

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5. ATM Safety: Make sure no one is looking over your shoulder when you enter your debit card's PIN at an ATM or point-of-sale terminal. I recommend the "two finger method" where you point two fingers at the ATM keypad, but only press with one. This makes it nearly impossible for someone nearby to discern your PIN while you're entering it. You should also be wary of "skimming" devices at ATMs and gas pumps, which can be used to steal your card information. See *All About Skimmers* to learn how to identify these devices. <http://krebsonsecurity.com/all-about-skimmers/>
6. Memorize PINs, account numbers, and passwords; do not write them down. And for heaven's sake, do not put such data on scraps of paper kept in your wallet, purse, or laptop case! See my related articles *Is Your Password Strong Enough?* and *Password Managers for Multiple Devices*.  
[http://askbobrankin.com/is\\_your\\_password\\_strong\\_enough.html](http://askbobrankin.com/is_your_password_strong_enough.html)  
[http://askbobrankin.com/sync\\_your\\_passwords\\_on\\_windows\\_mac\\_and\\_smartphones.html](http://askbobrankin.com/sync_your_passwords_on_windows_mac_and_smartphones.html)
7. Get blank checks delivered to your bank branch, not to your home mailbox from which they may be stolen. On a similar note, eliminate junk mail which may contain "convenience checks" and credit card offers that can also be intercepted from your mailbox. Visit OptOut Prescreen for help eliminating these dangerous nuisances. <https://www.optoutprescreen.com/?rf=t>
8. Credit Cards: Check to see if your online banking service has a feature to notify you by phone, text, or email when you when a credit card transaction exceeding some threshold occurs. Also, when you order a new credit or debit card, mark the calendar and follow up promptly if it does not arrive within 10 business days. Ask the card issuer if a change of address request was filed, and if you didn't do it, hit the panic button.
9. Don't give your Social Security Number to any business just because they need a "unique identifier" for you. Instead, ask if you can provide alternate proofs of identity, such as your driver's license or birth certificate.
10. Consider placing Fraud Alerts with the major credit bureaus, so new accounts cannot be opened without your knowledge. Call Equifax (800-525-6285), and they will pass along the request to both Experian and Trans Union. Fraud alerts expire after 90 days, so you can repeat the process quarterly, or lock down your credit file with a Credit Freeze. A freeze is permanent and free (in most U.S. states) but it may interfere with loans applications, employment screening, signing up for utility or phone service, new insurance policies, and other transactions. (See this Consumer's Union guide to credit freezes.) You'll need to contact each credit bureau (Equifax, Experian, and Trans Union) to request the credit freeze.  
<http://consumersunion.org/research/security-freeze/>  
[https://www.freeze.equifax.com/Freeze/jsp/SFF\\_PersonalIDInfo.jsp](https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp)  
[http://www.experian.com/consumer/security\\_freeze.html](http://www.experian.com/consumer/security_freeze.html)  
<http://www.transunion.com/corporate/personal/fraudIdentityTheft/fraudPrevention/securityFreeze.page>

There are plenty of common sense things you can do to protect against identity theft, but sometimes it's beyond the control of even the most vigilant. The Javelin Research 2014 Identity Fraud Report reports that there is a new identity fraud victim every 2 seconds, and found that data breaches perpetrated on large companies such as Target, Home Depot and JP Morgan Chase are a "treasure trove" of data that could be used to commit identity theft and fraud. Here's a very interesting infographic showing the major data breaches of 2014, and what types of consumer data were affected.

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What about LifeLock?

You may be considering LifeLock or a similar identity theft protection service. Although this can be helpful, no company can guarantee that identity theft will never happen. These services monitor your bank account, and look for suspicious online activity done in your name. They'll alert you if they spot any red flags and promise to help you repair the damage. But because of lawsuits filed by the credit bureaus, Lifelock can no longer place fraud alerts on your behalf. Also, all identity protection services are barred from offering Identity theft insurance coverage to residents of New York state.

It can be a nuisance to manage fraud alerts manually. But given the recent focus by scammers on new account fraud and account takeover fraud, a service such as LifeLock, Identity Guard or Trusted ID may still be useful. The downside is that most cost about \$10/month, and none of them can claim to prevent all forms of identity theft.

[www.lifelock.com](http://www.lifelock.com)  
[www.identityguard.com](http://www.identityguard.com)  
[www.trustedid.com](http://www.trustedid.com)

## Typing Tricks

### **Delete an entire word**

Instead of deleting a single letter, pressing CTRL + BKSP will delete the entire word behind the cursor. This makes deleting text quicker if you screw up a whole word.

### **Move Cursor to beginning of the next or previous word**

Moving the cursor around manually while typing is a great way to make your work take longer than it needs to. To speed of the process, move the cursor around with keyboard shortcuts. To move it to the beginning of the previous word, use CTRL + Left Arrow. To move it to the beginning of the next word, use CTRL + Right Arrow. In OS X you can accomplish the same using the Option key.

### **Making sub and superscript text**

If you need to make sub or superscript text (think exponents for superscript), press CTRL + = for subscript and CTRL + SHIFT + = for superscript.

### **Paste plain text of what was copied**

When you copy text from any source, programs will usually copy any formatting that comes with it. To paste this as plain text, press CTRL + Shift + V instead of the standard CTRL + V, and the system will paste unformatted text.

Note that many programs follow this parameter (Chrome, Firefox, etc.) but not all, particularly Microsoft programs like Word or Outlook. For those there's a few alternatives that go beyond copying and pasting in Notepad:

- 1) CTRL + ALT + V will show a 'paste special' dialog box.
- 2) CTRL + Spacebar will remove formatting in already pasted text.
- 3) Download [Puretext](#) and choose a hotkey to always paste plain text with it.



## **Prepare for the Windows 10 Deluge – Microsoft Offers Free eBooks on Windows 10**

by Ira Wilsker

### WEBSITES:

<http://www.techrepublic.com/article/save-your-money-and-download-microsofts-free-ebooks-on-windows-10>

<http://blogs.msdn.com/b/mssmallbiz/archive/2015/07/07/i-m-giving-away-millions-of-free-microsoft-ebooks-again-including-windows-10-windows-8-1-windows-8-windows-7-office-2013-office-365-sharepoint-2013-dynamics-crm-powershell-exchange-server-lync-2013-system-center-azure-clo.aspx>

<http://tinyurl.com/FreeWindows10EBOOKS>

<http://blogs.msdn.com/b/mssmallbiz/archive/2015/07/09/how-you-can-download-all-of-the-microsoft-ebooks-i-posted.aspx>

<http://ligman.me/1H32nUT>

<http://ligman.me/1Uiyx8Q>

<http://dottech.org/184536/how-to-manage-background-apps-in-windows-10-tip/>

<http://www.zdnet.com/article/microsoft-commits-to-10-year-support-lifecycle-for-windows-10/>

<http://www.infoworld.com/article/2948490/microsoft-windows/reports-windows-10-build-10240-rtm-released-to-oem-system-manufacturers.html>

<http://www.infoworld.com/article/2947768/microsoft-windows/whats-new-in-windows-10-build-10240.html>

<http://www.neowin.net/news/windows-10-has-been-released-to-manufacturing>

A few weeks ago I wrote about Microsoft's commitment to officially release Windows 10 on July 29. Microsoft has emphatically stated that Windows 10 will commence its rollout of Windows on July 29, but do not expect to get your copy on that date. Due to the sheer volume of Windows users that have reserved a free download copy of the PC version of Windows 10, along with the release of the tablet and phone versions of Windows 10, it may take quite a while for users to actually be able to receive their copies of Windows 10. For those of you who did reserve a copy of the PC build, Microsoft will notify you when your particular copy (a 3GB download) may be available for download.

It is official. Windows 10 for the PC went "RTM" or "Release to Manufacturing" on July 15, selecting what was known as "Build 10240" for initial mass production. Specifically, according to several online postings, this build is being distributed to Microsoft partners so that they can load the new Windows 10 on to newly built PCs. This Build 10240 has an improved "Edge" browser, which in third party tests was faster than Google's Chrome, the current speed champ. Users may also need to learn to navigate the Windows store, which Microsoft hopes will become the primary source for "apps", which most of us have either downloaded or purchased from third parties while using earlier versions of Windows. Some users may need some tips on dealing with Cortana, Microsoft's new and improved voice activated system. While it may be purely speculative on my part, today, in a direct marketing email, I received a sale announcement that HP was starting to "closeout" PCs running Windows 8.1. Purchasers of new Windows 8.1 computers and tablets are also supposed to be able to receive the free upgrade to Windows 10.

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Since Windows 10 will have a lot of new features not available on earlier flavors of Windows, users contemplating upgrading to Windows 10 or purchasing a new device with Windows 10 factory installed may be interested in knowing something about the new operating system, other than the anecdotes that have been published in the media or posted to countless social media resources and blogs. I have already seen magazines at the newsstands and books advertised online capitalizing on the upcoming release of Windows 10, such that readers should theoretically be able to be productive more quickly, once they get their upgrade or new machine. For those skeptical about paid third party resources that may or may not be reliable, Microsoft has released a series of free eBooks on Windows 10 in a variety of widely used formats, joining hundreds of other free Microsoft eBooks on almost any Microsoft product or topic.

Starting at the "TinyURL" that I created to substitute for the 280 character original URL, [tinyurl.com/FreeWindows10EBOOKS](http://tinyurl.com/FreeWindows10EBOOKS), anyone can freely browse Microsoft's extensive library of hundreds of currently available eBooks that can be downloaded. There are several free Windows 10 specific eBooks that are available to help orient and educate Windows 10 users, such that they may be familiar with the new operating software prior to its installation, and to also use as a continuous reference once Windows 10 is on our computers.

A basic but comprehensive and fully illustrated guide to Windows 10, "Exploring Windows 10" is available as a free download in Microsoft Word DOCX format. Colorfully illustrated to clearly display how to utilize the major functions and features of Windows 10, this eBook (<http://ligman.me/1H32nUT>) would be an excellent resource for all present or future Windows 10 users of any experience level. For those awaiting the availability of their opportunity to download their upgrade to Windows 10, or anyone contemplating the purchase of a new computer with Windows 10, this eBook would be invaluable. For those who would like to view this eBook, but do not have Microsoft Word on their devices, almost all third party office utilities, such as the free Libre Office ([libreoffice.org](http://libreoffice.org)) can open and display the Word DOCX file. For those who have smart devices with Android or iOS operating systems, Microsoft recently released a free Word app, available in the respective device store; this app easily displays the "Exploring Windows 10" eBook.

For those interested in more detailed technical information on Windows 10, including those responsible for installing Windows 10 in a commercial environment, the eBook "Introducing Windows 10 for IT Professionals, Preview Edition" would be most useful. This eBook is available in ePub formats for dedicated readers, MOBI format for most tablets and phones, and in the universal PDF format, which can be opened on almost any device (PDF is my recommended format). The PDF version of "Introducing Windows 10 for IT Professionals, Preview Edition", (<http://ligman.me/1Uiyx8Q>) is a 6.4MB download, and has 115 pages of Windows 10 information. Published by Microsoft press, and with a first printing copyright date of 2015, this eBook has an enormous amount of information on Windows 10, much of it presented from a technical viewpoint intended for geeks responsible for corporate and academic environments. This comprehensive tome includes basic information on Windows 10, apps (applications and software), the new Edge browser, new security enhancements incorporated into the operating system, Cortana, malware protection, phishing (identity theft) protection, networking, backup and recovery, Windows 10 for phones and tablets, and other relevant information. While this particular eBook is clearly intended for IT professionals, much of the content is obviously applicable to the home user as well.

Many users may take advantage of the Microsoft OneNote that will be included in many flavors of Windows 10. OneNote is a Microsoft Office component that can be used for integrated note taking, annotating photos and other documents, and a variety of other useful functions, and can be automatically synchronized with OneNote installed on other devices. Microsoft has made a free PDF formatted eBook, "OneNote for Windows 10 Preview Quick Start Guide", available on the OneNote that will be incorporated into Windows 10; this four page eBook, more in the format of a "cheat sheet" with tips and guides, can be downloaded from <http://ligman.me/1JOa0T8>.

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(Continued from page 10)

Since tablet and other smart device computing is surpassing the traditional PC and laptop in utilization, along with Microsoft's recent release of free PowerPoint apps for tablets and phones, it is inevitable that an increasing number of users will be creating, editing, and showing PowerPoint presentations from those devices. As Windows 10 is also being released for tablets and smart phones, it is only logical that users will be using PowerPoint on Windows 10 equipped smart devices; for this explicit reason, Microsoft has published "PowerPoint Preview Quick Start Guide for Windows 10 Tablets", available as a free PDF download directly from <http://ligman.me/1evyFB0>. This four page guide, also in "cheat sheet" format, displays the basic commands and methods of manipulating PowerPoint files on a smart device.

As Microsoft Word is arguably the most widely used word processor, and in consideration of the proliferation of smart devices which will be running Windows 10, Microsoft has published "Word Preview Quick Start for Windows 10 Tablets." Similar to the other quick start guides, this four page guide, available in PDF from <http://ligman.me/1HGJdbV> would be a quick orientation or help guide for the newly released Microsoft Word apps.

While not Windows 10 specific, the website at [tinyurl.com/FreeWindows10EBOOKS](http://tinyurl.com/FreeWindows10EBOOKS) also has links to many other Microsoft specific eBooks available for download. There are about 20 Windows 8 specific guides, several Windows 7 specific eBooks, as well as a large assortment of guides for Word, Excel, Access, PowerPoint, Publisher, SharePoint, and other Microsoft products.

If I had to recommend only a single eBook on Windows 10, it would be the "Exploring Windows 10", as linked above. A close second choice, though more technical but far more comprehensive, would be the "Introducing Windows 10 for IT Professionals, Preview Edition", also linked above. For those using Office products on tablets and smart phones, the quick guides mentioned above could be very useful.

To satisfy curiosity, or to better be able to utilize the new Windows 10, these free downloadable guides and eBooks would be worthwhile for anyone having an interest in Microsoft's newest operating system.

### **Sort a List of Names in Microsoft Word**

By Howard Lewis, Midland Computer Club, MI  
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Lists of names are usually entered into Word, either in First Name Last Name (Tom Smith) or Last Name, First Name (Smith, Tom) order, with each name a separate paragraph (i.e. followed by pressing the Return key when entered).

If the names are entered First Name Last Name and then sorted within Word, the list will sort based on the First Name:

Before sorting:

Tom Smith  
Mary Brubaker  
Joe Adams  
Kara Jones  
Walter Allen  
Mary Ann Baker

After sorting:

Joe Adams  
Kara Jones  
Mary Brubaker  
Mary Ann Baker  
Tom Smith  
Walter Allen

(Continued on page 12)

(Continued from page 11)

To accomplish this simple sort, simply *highlight the group of names*, click on the *Sort* icon within the **Paragraph** group on the Ribbon (**Figure 1**)

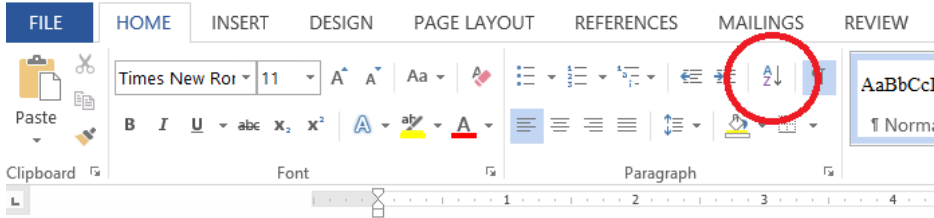


Figure 1. Sort icon in Ribbon

and set **Sort by** to *Paragraph*, **Type** to *Text*, and order *Ascending* (**Figure 2**)

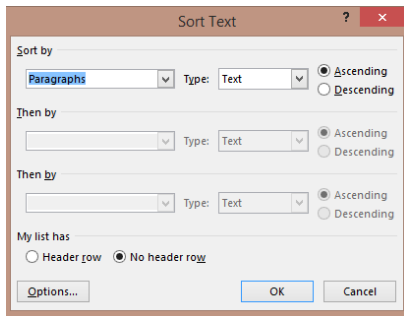


Figure 2. Sort Text Dialog Box

Frequently though, we wish to sort the list based on the Last Name instead of First Name. In this case, the names can either be entered Last Name, First Name (so we would sort as above) or they can be entered as in the first case (First Name Last Name). If the names are entered First Name Last Name, we must handle the list somewhat differently. You still will *select* the list of names and click on the *Sort* icon on the Ribbon. Now you need to click on the *Options* button at the bottom of the dialog box (**Figure 3**).

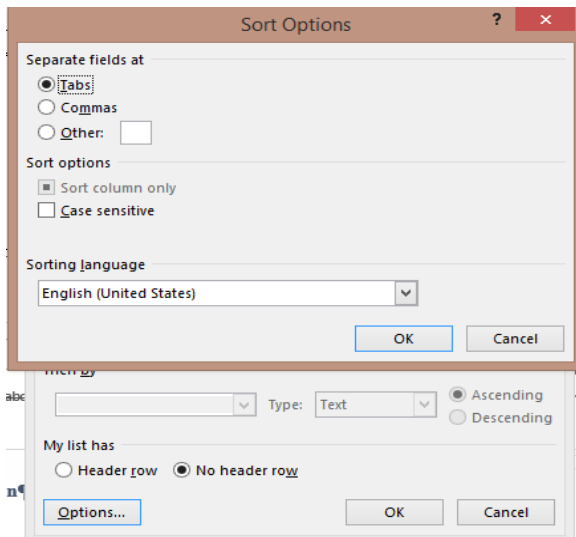
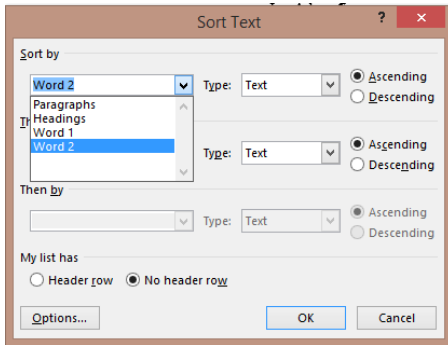


Figure 3. Sort Options Dialog Box

(Continued on page 13)

(Continued from page 12)

In the **Sort Options** box, you need to select *Other* and replace anything which may be in the following text box with a *Space* and then click *OK*. Now, in the **Sort Text** dialog box, click on the *drop-down arrow* under **Sort by** and select *Word 2*. (**Figure 4**) and click *OK*



**Figure 4. Sort Text Dialog Box**

The following example shows the end results of sorting by Last Name. One more thing to note. We have a name that has more than two parts (Mary Ann Baker). Even though it looks like it is three words, a nonbreaking space (*Ctrl+Shift+Space*) has been inserted between Mary and Ann. This makes Mary Ann appear to be one word to Microsoft Word.

Now, starting with the above list:

Tom Smith  
Mary Brubaker  
Joe Adams  
Kara Jones  
Walter Allen  
Mary Ann Baker

And sorting by the last name, we get:

Joe Adams  
Walter Allen  
Mary Ann Baker  
Mary Brubaker  
Kara Jones  
Tom Smith

(Continued from page 5)

## **Siri for Seniors Continued**

### **Set Reminders, Alarms, Add to Your Calendar & More**

- “Set the timer for 10 minutes”
- “Stop the timer”
- “Reset the timer”
- “Pause the timer”
- “What time is it?”
- “What is the date?”
- “Wake me in 30 minutes” (one of my favorites for a power nap)
- “Remind me at 8am tomorrow morning to put out trash”
- “Remind me to record American Idol at 8pm”
- “Remind me to call Jack next Friday”
- “Set up a tee time for next Friday at 9am”
- “Add Yoga to my calendar for next Monday at 10am”

### **Location Based Reminders (Location must be enabled in Settings)**

- “Remind me when I arrive home to defrost the turkey”
- “Remind me when I arrive here to buy gas” (use “here” as the “place” at which you want to do something)
- “Remind me when I arrive in Knoxville Tennessee to call Sam”

(Continued on page 14)

### **Read and Send Emails or Texts (Use actual “First Last” names from your Contacts)**

- “Read my emails” (Siri will read aloud the time the email was sent, sender’s name and subject)
- “Send an email to James Brown” (Siri will then ask you “what would you like to say to James Brown”?)
- “Email Bob and say I cannot play golf this weekend”
- “Send a message to Dave on his mobile and tell him I’ll be 10 minutes late” (assumes Dave has a mobile phone in his contact)
- “Read my most recent email message”
- “Read my new text messages”
- “Text Brenda See you soon smiley exclamation point”

### **Create Notes**

- “Note, the grandkids will be here the last week in July”
- “Create a shopping list note” (substitute any name for your list)
- “Add bread, milk, and salami to the shopping list note”
- “Find the shopping list note” (Siri will display your shopping list note)

Some Other Things You Can Ask/Tell Siri (Use your imagination for more...Siri will likely know the answer)

- “What movies are playing today at the Regal Cinema in Knoxville?”
- “What is the temperature?”
- “What is the current weather in Kansas City?”
- “What is the forecast for tonight?”
- “Search for Italian recipes that use bowtie pasta”
- “Find a table for four tonight in Dallas Texas”
- “What time does the sun set tonight in Paris tomorrow?”
- “What are names of the band members in Three Dog Night?”
- “Did the Tennessee Vols win last night?” (I sure hope they did!”
- “Are there any Mexican restaurants near me?”
- “Where’s a good Indian place around here?” (Siri understand slang and will assume you mean an Indian restaurant)
- “How many cups are in a gallon?”
- “Who starred in the movie Gravity”

### **Special Tip**

Here’s a really helpful Siri tip you can apply in any way you want, to any contact.

- Tell Siri “Brenda Smith is my wife”.

This explains to Siri how people in your contacts are related to you, like your mom, dad, or wife, and it will know who you’re referring to the next time you ask Siri to contact someone. Then just tell Siri to “Call my wife”.

Siri is nothing more than artificial intelligence, maximized in a way to help you with obtaining answers, finding tips and tricks, locating entertainment, staying organized, staying in touch, keeping up with your favorite sports teams, and much, much more. Experiment by simply asking Siri any question that comes to mind and you’ll quickly realize just how helpful it is.



## 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 no later than July 1 of each year. Annual dues are \$24.00 per single person / \$30.00 per family starting July 1, 2014. with partial dues as follows.

Join Date	Jan. 1, 2016	Apr. 1, 2016	July 1, 2016 Annual Dues	Oct. 1, 2016
<b>Single:</b>	\$12	\$6	\$24	\$18
<b>Families:</b>	\$15	\$7	\$30	\$22

\_\_\_\_\_ Date

\_\_\_\_\_ Last Name                                      First Name                                      Family Members (if family Membership)

\_\_\_\_\_ Address:

\_\_\_\_\_ City                                      State                                      Zip Code                                      Phone Number

\_\_\_\_\_ E-Mail address

I have used PCs since (year): \_\_\_\_\_ I have belonged to a Computer Club before. Yes \_\_\_ No \_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would like more information about the following areas:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11/10/15



# January 2016



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 	2
3	4	5	6	7	8	9
10	11	12	13	14 1:00 P.M. Photo Editing Workshop Mtg.	15	16
17	18 3:00 P.M. Q & A Session Followed by General Mtg.	19	20	21 1:00 P.M. Plateau Photog- raphy Club Mtg.	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.