



# THE WYSIWYG



March 2021

Volume 33 Issue 3

**STERLING HEIGHTS COMPUTER CLUB**

PO Box 385

Sterling Heights, Michigan 48311-0385

## **MAIN MEETING: TUESDAY MARCH 2 7:00 PM**

**Same day/time as usual  
Location: Your house,  
Video conference**

*(Please use your real name when you log in, just as we all do when we attend our in-person meetings. The ZOOM event host may restrict admittance to confirmed club members only.)*

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### **This Month's Main Meeting Topic:**

## **“Learning Resources for Seniors”**

**will be presented online by  
APCUG Speakers Bureau member**

**Hewie Poplock**

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Guests and visitors are welcome. People can attend any SHCC meetings during two consecutive months before deciding whether or not to become a member. July and August do not count since there is no main meeting in those months. Membership includes admission to all SHCC functions and the newsletter. Membership is open to anyone. It is not limited to the residents of the city of Sterling Heights.

**DUES: \$30/YEAR**

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**CLUB E-MAIL ADDRESS:** [Info@SterlingHeightsComputerClub.org](mailto:Info@SterlingHeightsComputerClub.org)  
**CLUB WEB PAGE:** <http://www.SterlingHeightsComputerClub.org>

## 2021 SHCC Officers – Thanks for all your hard work!!!

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### Club Dues Amounts

The club dues were increased to \$30 per year at the November 2018 meeting.

This includes a digital version of the newsletter sent monthly, except for July and August, when the club does not meet.

A paper version of the newsletter is available in place of the digital newsletter, for an additional \$31 per year (increased at March 2019 meeting).

Associate memberships, for a second member of a household, remain at an additional \$15 per year.

### Two-Month Meeting Schedule

<b>APRIL 2021</b>	<b>MAY 2021</b>
6 - SHCC Main Meeting	4 - SHCC Main Meeting
11 - SEMCO meeting	10 - SEMCO meeting

Newsletter submissions are due 10 days before the club meeting, but the earlier the better. They should be sent to : [newsletter@SterlingHeightsComputerClub.org](mailto:newsletter@SterlingHeightsComputerClub.org)

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## The President's Pen

by Don VanSyckel



Coming up in March is a presentation "Learning Resources For Seniors" by Hewie Poplock from Association of Personal Computer User Groups. This is probably applicable to most SHCC members, I'd say from looking around the room. Find out about various sites that offer training on many subjects that you might want to take advantage of.

In keeping with the privacy and security themes of the past couple of months, I'd like to mention that for those of you who use Gmail, all your emails are scanned by Google to harvest information about you. Also these emails are archived. I have not seen any definite data about how long the archives are held but reports are that it's for a long time. It's not known what all Google does with your information that's harvested but it's generally agreed that one of the uses is for advertising. You might not care, but someone profiting on me simply rubs me the wrong way. I suggest people move off Gmail to another email platform. Granted this might take a bit of effort to set up another email account and then one by one change your email address in the various accounts and other locations that have the Gmail address.

Changing your email host can be a little daunting. Most of us have an Internet Service Provider (ISP) that offers free email. Usually several different email addresses can be set up with your ISP. This email can either be downloaded by an email client on your PC such as Outlook and Thunderbird or accessed via a web browser at the ISP's web site. The big downside of using email at your ISP is if you change ISP you lose your current email address and you need to plan on overlap between old and new. Side note: I get around this by owning my own domain and having GoDaddy, who houses my domain, redirect email to my email at my ISP. If I move, I simply change where GoDaddy redirects my email to.

There are various free email services and I'm not attempting to list them here. Check out any service before signing up. You don't want to jump from the frying pan into the fire, so to speak. A club member suggested Proton Mail (<https://protonmail.com>) which is based in Switzerland. We've all heard of Swiss bankers and the privacy they're known for. It's suppose to carry over to this email service. Again do your homework. Remember that any free service has to pay the bills somehow; the question is how much privacy do you give up to pay for that free service.

There are also email services that charge a fee. These for the most part don't spy on you to make money.

OK, you've investigated email services, signed up for a new service, and visited all the sites that have your email address and changed the old to the new. You've waited

a month or two and no new emails have been received by your Gmail account, now what do you do? You close down the Gmail account. This sounds like a one-click process, but it isn't.

I read an article on [c|net](#) by Jason Cipriani (the link to this article is in the WebPageReviews collection on page 14) in which he details the steps to first backup the data you have in the Gmail account and then to delete that account. Mr. Cipriani talks about Google's Takeout service which can be used to download all the data linked to your Google account. Then he goes on to describe how to delete the Gmail account. Like with other web sites that have to make a feature available to you that they don't want you to use, the process is not right out in the open with a big button like "Press Here To Delete Account".

If you find a good email service, let me know. I'd be interested to check it out. Likewise, if you go through the entire process. I'd like to hear your experience.

Last Month:

We had a presentation in January by Jere Minich from the Association of Personal Computer User Groups (APCUG) Speakers Bureau. Jere presented "Security/ Privacy Settings Win 10". He covered many valuable tips for you to use to secure your Win 10 computer. Very useful info.

\* \* \* \* \*

*{Ed. note: There are so many reports/articles that suggest that what ends up on the Internet STAYS on the Internet, whether the author/submitter sees it there or not, and that this applies to email accounts as well. (Every web site maintains archives for however long they want to keep it.) Many years ago, Google admitted to its policy of scanning all email messages for 'key words' to direct advertising to its email subscribers. But if a service like Gmail is indeed doing this, how can we trust that the service is ONLY scanning for such email detail, and not also harvesting ALL our personal details in our email messages (medical, financial, social info about our individual lives)? Well, we can't.*

*Such very personal and private info should be protected as best we can. Perhaps I'm a bit naive about this, but I expect that my ISP would be a bit more protective of that detail, simply because I am paying them for their service, with the hope that they are less inclined to harvest my stuff and share/sell it (although a Federal law passed in 2017 allows it). Perhaps I should create some email msgs that appear as though I am involved in money laundering and test out their snooping policy?*

*Note that Gmail is not the only 'free' email service involved in such nefarious activity. It's just that Google was pressed on the subject, and actually confessed to it. After all, 'your privacy' is how they make their money.*

*Note that your ISP offers you at least 5 free email accounts to use.}*



## Very Large Array

By George Harding, Treasurer  
Tucson Computer Society, AZ

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The VLA is a physical structure about 50 mile west of Socorro, New Mexico. It consists of 27 large disk radio telescopes in a “Y” arrangement, a Control Center and various auxiliary structures. The purpose is to capture and analyze radio waves being emitted from space to create meaningful pictures and data about outer space objects.

It was originally created in 1980 and has been significantly improved since then. It is used by astronomers and others as needed in their respective occupations.



Each disk is massive, weighing 220 tons and is 82 feet in diameter and 94 feet high. It can rotate and tilt so as to

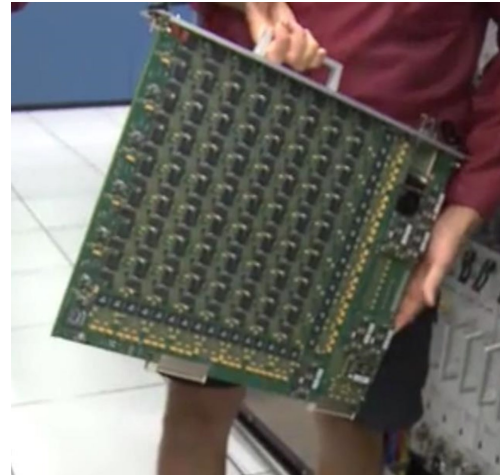


aim in any given direction. Any disk can be moved along special railroad tracks. Since each disk presents such a large surface, they are subject to damage in high winds. In this event, the disk is parked pointing upward to present the least surface for the wind.

Each leg of the “y” formation contains nine disks, which can be rearranged in several ways. The configuration

changes periodically from fully spread out along the “Y” to fully compressed and to two intermediate designs. The effect is to widen the aperture of the telescopes or to narrow them.

The signals from each disk are transferred by fiber optic cables to a system which translates the analog data to digital. The process is quite complicated but is performed by a supercomputer called the correlator.



Each of the boards comprising the correlator contains some 180 ICs each with from 250 to 600 pins. VLA personnel state that it is five times faster than the fastest general-

purpose computer in the world!

Anyone can access the data produced, for whatever purpose desired. The VLA can be requested for a particular job needed by an astronomer by submitting a proposal. If approved, the proposal is translated into a script for controlling the array for a specific period of time. After completion, the results are given to the requestor and after some months made available to the general public.

The facility is open to the public and a visitor center is available. Tours are provided from time to time.

The site of the VLA is the plains of San Augustin, selected to be as far away from other electronic emanations as possible. Cell phones, for example, emit a radio signal several hundred times louder than the faint signals from outer space. Visitors are asked to keep their phones in airplane mode to mask these signals. In addition, the plains are surrounded by mountains which help to shield the array from man-made radio noise.

For more information see:

<https://public.nrao.edu/telescopes/vla/>

The Very Large Array is owned and operated by the National Radio Astronomy Observatory.

***This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.***



## Are Carfax and Other Vehicle Reports Trustworthy?

By Bob Rankin

<https://askbobrankin.com>

If you've shopped for a used car in the past few years, you've probably heard of Carfax, AutoCheck, and similar vehicle history reporting services. They purport to give you a reliable, independent look at a car's major service records, title history, and other factors to help you gauge a used car's value. But where does this data come from, and how complete is it? Here's the scoop...

### Used Car Buying: Do Your Homework With Online Tools

If you're in the market for a used car, it's wise to learn all you can about a car before making a buying decision. But is it enough to ask the dealer "Show me the CARFAX"? Unfortunately, the answer is "maybe" and here's why...

Title histories are drawn from the [National Motor Vehicle Title Information System](#), which is maintained by the U.S. Department of Justice. A title history answers important questions, starting with "Does the seller legally own this car?" Various "brand" titles flag cars that have been flooded, declared total losses, salvaged, or sold as junk. Odometer readings taken at each title transfer can reveal whether an odometer has been rolled back.

The NMVTIS site lists ten commercial providers of vehicle history reports. Their prices range from free at [CarsForSale.com](#) to \$15.99 at [Carvertical.com](#), and the information they contain is equally variable. Each vendor has its own sources of information in addition to the NMVTIS data.

### Carfax Auto History

Vehicle history reports also draw data from other sources, including insurance companies, auto repair service shops, and police traffic accident reports. But not all relevant data is captured. If a car is repaired without resorting (or reporting) to insurance, whoever repaired it may not report to Carfax or its competitors. Repairs may never have been made at all, yet remain hidden from easy detection.

### Getting Full Disclosure

Many used car dealers provide reports from [Carfax](#), [AutoCheck](#), or both. The reports lend credibility to their sales pitches. But buyers should not rely on a report from a single vendor. Just as one anti-malware pro-

gram may miss an infection that another catches, Carfax may reveal red flags that AutoCheck doesn't, and vice versa. If a dealer won't provide reports from both leading services, take the one offered and run your own report on the other. It's easy and relatively inexpensive.

All you need is a car's VIN (Vehicle Identification Number) or license plate number. Punch it in at [Carfax.com](#) or [Autocheck.com](#) and you'll get a teasing summary of the car's history. Pay a fee to download the complete report, which includes vehicle registration and title information, odometer readings, recall, accident and airbag deployment history, service and repair information, and vehicle usage (taxi, rental, lease, etc.) Both services offer package deals for shoppers who plan to check out several vehicles. A single Carfax report costs \$39.95. If you're researching multiple cars, you can purchase 3 reports for \$59.99, or 6 reports for \$99.99.

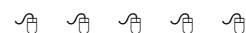
Carfax does offer a few free services such as [Odometer Rollback Check](#) and [Recall Check](#). The free [CARFAX Flood Check](#) will tell you if your car has ever been in a flood. The top ten cities with flooded cars are listed there: New York, Philadelphia, Miami and Dallas top the list. The [Airbag Safety Check](#) will tell you if your car's airbag deployment has been reported. There's also information about stolen, fake and recycled airbags.

One [AutoCheck](#) report costs \$24.95, or you can purchase 5 reports within 21 days for \$49.99. The report gives you the vehicle history and an AutoCheck Score, which ranges from 1 to 100. The score factors in any accidents, vehicle mileage, odometer problems, frame or water damage, and if the title shows the car was salvaged, rebuilt, branded as a lemon, stolen or repossessed, and if the vehicle has ever been used as a police vehicle or taxi. You'll also see the score range for similar vehicles. Your purchase includes access to "dynamic vehicle data updates for 21 days".

The price differences between Carfax and AutoCheck do not indicate which service is better. Carfax is strictly in the vehicle history business, while AutoCheck is a subsidiary of credit reporting agency Experian. AutoCheck may well be a subsidized lead-generator for other Experian products. Keep in mind that most car dealers (and some cars-for-sale websites) will provide Carfax report or AutoCheck report for free.

I'm certainly not saying that Carfax and similar services are dishonest or worthless. Just don't let a "clean" vehicle history report lull you into a false sense of security. The best protection against buying an expensive headache or paying too much is a hands-on inspection by an auto mechanic you trust. Vehicle history reports are just an intermediate step between a test drive and a mechanic's inspection. You can find more car buying tips in my related article [Is There a Big Red Bow in Your Future?](#)

*This article is republished, with permission, from the Ask Bob Rankin web site.*



## Why Is My Computer Crashing Randomly?

By Leo A. Notenboom  
<https://askleo.com>

**R**andom crashes are annoying and difficult to diagnose. I'll review common causes and steps you can take to determine what's happening on your computer.

My PC is not quite a year old yet but it recently started to crash, even while just running Word. Antivirus (both) check everything in order. What could possibly be the matter here?

By "crash", we mean things like random blue screens, black screens, reboots, freezing up, or shutting down, all without warning.



I find one cause to be the most common by far.

The most common cause of random crashes is an overheating computer caused by blocked airflow or a failing fan. Pay attention to how hard your computer is working at the time of a crash — high usage implies a heat problem. Other causes include hardware failure, including RAM or disks, and less commonly, malware.

### Heat is the enemy

The most common cause of random crashes is an overheating computer.

The most common cause of an overheating computer is blocked airflow.

The most common cause of blocked airflow is an accumulation of dust and debris.

Fans in your computer blow air through its components to cool them down. Your computer's CPU, hard disk, and other components all generate heat — sometimes a lot of it. If the components become too hot, they can fail and cause a crash.

Particularly in laptops, it's easy to accidentally block the air vents allowing air to flow through the device. I recommend not putting a laptop on your lap — use a table or "laptop desk" to ensure proper airflow.

Desktop computers are more vulnerable to dust and pet hair, which can clog the vents. It's worth unplugging your computer and looking inside. Carefully clean it if you find a lot of dust and dirt.

After blocked air vents and dirt, the next most common

cause of an overheating computer is a failed fan. Fans have become complex over the years. In an effort to reduce the noise, computer fans often operate at variable speeds, running quietly at a slow speed when things are relatively cool, and speeding up to move more air as the computer heats up.

### Heat and your CPU

The temperature inside your computer can change depending on what you're doing.

The harder the computer's CPU works, the more heat it generates. That's why variable speed fans make sense — if your computer is idling, you probably don't need the fans running at full speed. On the other hand, if the CPU is working hard, the fans speed up to cool things back down as the internal temperature rises.

Listen to or watch your computer's fans as you use your computer. If they never turn on, there's almost certainly a problem with the fan or its control circuitry.

Your computer should be designed to handle the maximum heat its CPU can generate. Even if your CPU is at 100% usage, the fans should keep up. A machine crashing randomly the longer it is used or the harder its CPU is put to work is a warning that there's an overheating problem.

Check for overheating first.

After that, it gets more difficult.

### Other causes

Malware is no longer a common cause of random crashes. These days, malware is more interested in keeping your machine running so it can do its malicious work. Certainly look for malware, but don't be surprised if you find none.

Failure is always an option. Hardware can fail. We think of hardware failure as being instant, total, and catastrophic, but various components can have intermittent, delayed, or random types of failure.

Next to the fan, failing RAM is the most common hardware-related cause of random crashes. Programs don't always get loaded into the exact same place in memory, which means you might sometimes access bad RAM, causing a crash immediately or afterwards.

Software is what people think of first, but the vast majority of software errors will not cause your computer to completely crash. More commonly, a program may crash or terminate unexpectedly, but Windows itself will keep running.

The exception is device drivers. A bug or other unex-

pected error in a driver could cause it to fail and crash the entire system. If you've recently added hardware involving new or additional drivers, or if a recent update included drivers, then it belongs on your list of suspects.

The hard disk (either HDD or SSD) deserves special mention. A disk with bad or damaged information affecting any of the software — including Windows itself, drivers, or your applications — might cause a crash. You'll usually get warning signs, such as significant disk slowdowns, or even "bad sector" or "CRC" errors before the crash.

### A plan of attack

Here's a plan of attack for a computer crashing randomly:

- Make sure it has unrestricted airflow.
- Make sure it's free of dirt and dust, and that the fans are working properly.
- Run a CPU temperature monitoring tool. Speccy is a free tool that displays this and more.
- Run a memory diagnostic, such as Memtest86.
- Run a hard disk diagnostic as provided by your disk manufacturer, or run CHKDSK /R.
- Make sure the operating system and device drivers are as up-to-date as possible.
- Make sure your security software is running and up-to-date.

And as always, if the crashing started after a recent change, consider reverting to a system backup taken prior to the change to see if perhaps it was the reason.

***This article is republished, with permission, from the Ask Leo web site***

{Ed. note: I recall once when my Windows desktop PC started to repeatedly re-boot, about every 5 minutes. As I touched the metal case of the computer to move it into an accessible position to open it, I noticed that the metal case surface was unusually warm. Further diagnosis revealed that the fan in the internal PSU (Power Supply Unit) had stopped rotating, although the PSU was still supplying power to the computer. So, the PSU was no longer recycling the internal warm air with fresh outside cooler air. Replacing the PSU solved this crash problem. I have otherwise never seen a PSU whose fan has failed, while the PSU continues to operate without it.}



## How To Create/Share OneDrive Folder

By Jason Shuffield

<https://davescomputertips.com>

In this how-to video, you will learn how to create and share folders on OneDrive. This past year has forced many of us to learn how to work remotely with our jobs. Even now, we are still being required to keep our distance from one another. A while ago I wrote some articles on Dropbox and Google Drive about creating and sharing folders with others. This is a very important skill to know in this changing world. Here, I wanted to cover how to create and share folders using a Microsoft product called OneDrive. This is also cloud-based storage for your files. With my jobs, I use this one often since my main job requires me to use Microsoft online Office 365. This cloud storage can be helpful when trying to share files with people remotely. Time to get those computers out and ready to learn these easy-to-follow steps.

Watch the video here:

<https://www.youtube.com/watch?v=XVvk7jtZRigk>

***This article is republished, with permission, from the DavesComputerTips web site.***

{Ed. note: Every Windows PC user has access to 5GB of free cloud storage space using the MS OneDrive application. Not only can you save files 'up there', but this application can be used to sync those files among various other web-accessible devices. Additional storage beyond 5GB is available — at additional cost, of course.}



## Protect Your Computer Against Power Outages

By Matt Batt, Past President  
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The two leading causes of damage to computers, TVs, modems, and other sensitive electronics are a sudden loss of power and power fluctuations. Basic power strips do not protect your PC from any sort of electrical fluctuations. Surge protectors can protect against power surges, but they offer no protection against drops in line voltage or power loss.

To protect your computer against power outages or voltage fluctuations, you need a battery backup. **Uninterruptible Power Supply (UPS)** units are basically surge protectors that contain a battery inside. In the event of a power failure, your computer will seamlessly switch over to battery power and continue to run. This gives you time to shut down your machine without any damage. Many UPS units come with software that can detect when the unit switches to battery power, and they shut down automatically in your absence.

There are many different UPS offerings on the market. Small units can keep a desktop computer running for 5-10 minutes or longer, and more expensive units can keep multiple computers running for hours.

The most important step in choosing a UPS is to buy one that has enough power to give your computer system enough time to shut down properly. It is possible to calculate the power usage of a computer system by analyzing all of its components. For the purposes of this article, we can estimate the requirements of a typical computer user in our club.

UPS systems are rated VA (Volt-Amperes). You may ignore how it is calculated, but a typical low-end desktop needs a UPS rated at about 480 VA, while a high-end computer with a high-end video card would need a UPS rated as high as 1200-1500 VA. Two types of UPS units have an application for home electronic systems.



The least expensive is a Standby UPS.

- This type of unit charges its battery and waits. When the power cuts off, it will automatically switch to the battery for backup power. The switch takes milliseconds and is fast enough so that most electronics do not shut down.
- For a higher cost, you can get a unit with Automatic Voltage Regulation (AVR) that corrects power fluctuations without switching to battery power. This feature protects you from instabilities in line voltage often experienced in

lightning storms.

Here are a few other considerations to note.

- Some units include software for your computer that senses when the UPS switches over to battery power, and they can automatically initiate the shutdown process.
- UPS units generally have a mix of power/surge protected and surge protected only outlets. Make sure that there are enough outlets for your needs.
- Some UPS units include surge-protected/filtered ports for your Ethernet and Coax cables. Personally, I don't use these as I've had problems with Ethernet cable performance degrading through a UPS.
- Be sure to get units that have user-replaceable batteries. UPS batteries last 3-5 years. When a battery fails, you'll either need to buy batteries or buy a whole new unit.
- I've used Cyberpower and APC UPS units, and they all worked as advertised. Both of the two pictured below are from Amazon, and they have shutdown software and replaceable batteries.
- The APC is rated at 500 VA and costs \$55.00. It has five outlets with Battery backup and two with just Surge protection. It's the model I use on most of my computers and TVs.
- The Cyberpower has AVR, is rated at 1000 VA, and costs \$109.00. It has five outlets with Battery backup and four with just surge protection. I use one like it for my main computer, Internet modem, router, and for my phone system.

Be careful out there! Think about having a UPS system on your computers, TV, home theater system, and even your phone system to prevent damage caused by power surges and power loss.

***This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.***

{Ed. Note: The image below indicates the benefits of a UPS to 'clean the dirty power' that every power company supplies to our homes and businesses every single day. UPS's are very common equipment in server locations ("farms"). The value of a UPS can not be overemphasized. In my home, the computers, the TVs, the chargers, the medical devices, and the stereo system components are protected by 7 strategically-located individual UPS units. You will not recognize its actual value until your device fails from the constant wear and tear of mini-surges/spikes over time, or from a power-outage. A \$10 power/surge strip from your local hardware store is totally insufficient to protect the very delicate components inside these devices. This is a very wise use of your funds, as is the purchase of a back up drive, to protect your computer and its contents.}



## How To Perform A Clean Boot in Windows 10

By Manuviraj Godara  
<https://www.muo.com>

**Y**ou probably have a multitude of third-party applications installed on your Windows computer. Don't worry, most people do.

From carrying out basic tasks such as web browsing to dishing out complex lines of code, people prefer to use alternative applications from the ones in-built in Windows. While these applications make our lives easier, they sometimes interfere with system functions. These may range from minor mishaps to critical errors and BSODs.

This is where clean boot enters the picture.

### What is a Windows Clean Boot, Anyway?

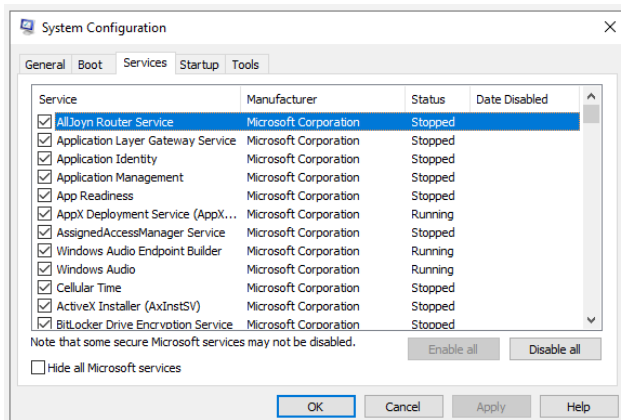
A Windows 10 clean boot enables users to rule out third-party applications as the cause of an error. It is done by simply booting the device with all third-party applications disabled. And even though the name sounds like it is an in-built Windows feature, it isn't. You have to manually clean boot your computer.

The benefits of a clean boot aren't just limited to diagnosing errors. It's been known to help when [Windows updates don't install properly](#). It's also especially useful when your OS feels sluggish, and you want to check what may be causing the issue.

### How to Clean Boot and Fix Errors

Clean booting is a relatively simple process once users have tried it a few times.

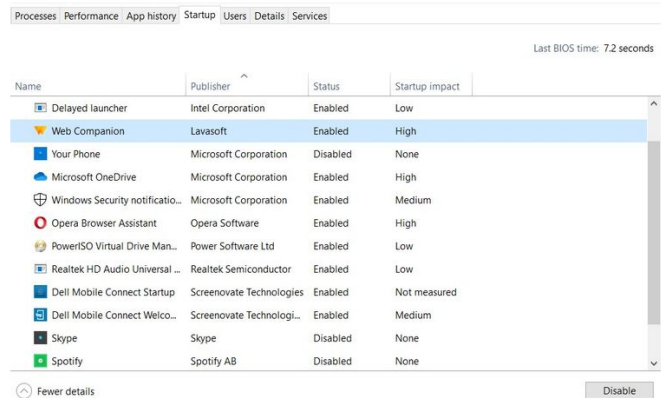
Before listing the steps, users should know that some actions require administrator privileges. Your computer may also not function in the way you're used to, but



there's no need to sweat it. This happens because sometimes users aren't even aware that some menial tasks are being taken care of by third-party software.

Here are the steps on how to clean boot Windows 10:

1. In the Start menu search bar, type in sysconfig and click on System Configuration.
2. In the System Configuration window, go to the Services tab.
3. Check the Hide all Microsoft services box.
4. Check all the services in the list and click on Disable all located towards the lower right, then save and exit.
5. Now, open the Task Manager. You can do this via right-clicking on the Taskbar and selecting Task Manager or using Ctrl + Alt + Delete.
6. In the Task Manager window, navigate to the Startup tab.
7. Select all the services one by one and click Disable.
8. Exit Task Manager and Restart your computer.



### Fixing Errors With Clean Boot

After following the steps listed above, your PC will boot into a clean state. The first thing users should do is wait and check whether the same error appears again. Sometimes, the error's source could be Windows system files, in which case the error will appear, but it could take longer than it does during a normal boot.

If the error is not popping up, then it's time to narrow down the suspects. This is a somewhat tedious task but, unfortunately, also the best way to go about it. To narrow down the list, do the following:

1. While in a clean boot state, open System Configuration.
2. Under the Services tab, select the top half of the list and click Enable. Make sure that the Hide all Microsoft services box is checked.
3. Now, open Task Manager and go to the Startup tab.
4. Similarly, enable the top half of the services and re-boot your computer.

After the reboot, if the error doesn't appear, you can rule out the selected software and services from the culprit list. You will have to repeat these steps until you find the program or service responsible and uninstall it.

## Clean Boot Windows 10 to Isolate Errors

Now it's time to reboot Windows 10 as standard. Just open System Configuration and Task Manager and enable all services and programs. It's recommended that users perform a clean boot before resorting to more advanced fixes when Windows crashes or displays a BSOD.

*This article is republished, with permission, from the MakeUseOf web site.*



## Web Page Reviews Overload

(Web sites that did not fit on page 14)

Listen to live ATC (Air Traffic Control). Enter an airport code and listen in to approach, departure, ground and tower communications.

<https://www.liveatc.net/>

America's last drive-in movie theatres.

<https://www.messynessychic.com/2012/12/20/americas-last-drive-in-movie-theatres/>

How to use the Windows 10 Game Bar to record anything that happens on your computer screen.

<https://www.lifewire.com/windows-10-game-bar-4150524>

Take the Statue of Liberty virtual tour.

<https://www.nps.gov/stli/learn/photosmultimedia/virtualtour.htm>



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## Use Keyboard Commands to Create Screenshots in Win 10

By John Stampfel, President  
Brookdale Computer Users Group  
[www.bcug.com](http://www.bcug.com) jstampfel+bcug@gmail.com

I learn something new every day. To someone's question "In Windows 7 (or 8 or 10), is there a simple way to press "print screen," and then press just one more key (on the keyboard) to have the image automatically stored in a .jpg, file with an auto-generated filename?" I learned from the answer posted on Quora.com:

"Windows 10 has it built-in. Hold down the Windows key while pressing PrintScreen, and the screenshot will be stored in your user account's Pictures > Screenshots folder in .png format, which keeps the original quality, unlike .jpg, which 'mushes' everything more or less."

The modifier keys (holding down ALT, or Shift, or Control) while doing this don't seem to have the same effect as without the Windows key. They used to let you select a section of the screen or the active window. Holding down Windows -Alt-PrtScrn will capture the active window only and save it in your user account's Video/Captures folder as a .png.

I used to use Windows-Shift-S to bring up the, also built-in, Windows 10 Snipping Tool. That allows selecting the area to be snipped. That saves the snip to the clipboard. With notifications turned on, it allows you to click and edit and share, but it brings up the Photos app. Maybe that is sometimes useful. One can annotate, modify, save, or "share" (send to email). 'Sharing' here in Photos also includes, in Windows 10, the ability to share directly to "nearby" computers which also have the feature "share with nearby computers" turned on. The other computer must accept the share (like AirDrop on iPhones).

Need a screenshot of something while in Word, Excel, or PowerPoint on Windows 10? That is now built into those programs. Check the Insert menu. So, more than one way to skin a cat.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*

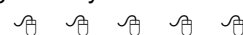


## Time For Exercise

News and/or Opinion from the Editor

It's time for some exercise. Oh, no, not THAT kind of torture.

This applies to your laptop computer. Every 3 or so months, you should exercise the laptop's battery. Battery manufacturers and retailers alike recommend allowing the battery to drain down to about 20%, and then gradually back up to 80-100% as you use it. Studies have shown that this can extend the life of the battery, and maintain a higher level of chargeability along the way.



# How To Choose Power Options

By Dick Evans

<https://davescomputertips.com>

One of the things that annoy me in Windows 10 is the default power options. At the default settings, I walk away from the computer for a few minutes and I have to press the Enter key and sign back in. If I'm going to be away from the computer for a period of time I would rather lock it using Win+L.

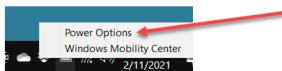
## Choosing Power Options

The power options are pretty easy to change. One I like to change for users is to make the power switch force a normal shut down. So if they tap the power switch it's like clicking the Start button and choosing Power, then Shut Down.

Another option is how many minutes it will take for the screen to shut down automatically and that's forcing you to log back in. These are pretty simple options to adjust so let's take a look at how to do that.

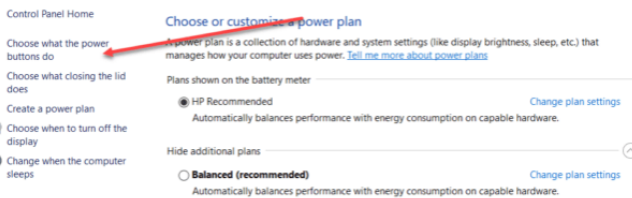


If you're using a laptop, you should see a battery level indicator in the System Tray.

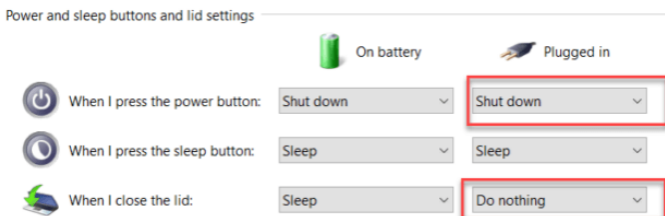


Right-click on it and choose Power Options.

If you're on a desktop computer, use Win+I > System > Power & sleep > Additional power settings to arrive at the same screen.



Click "Choose what the power buttons do".



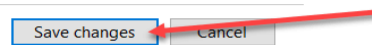
Pull down the list of options for each action. I selected "Shut down" for both "On battery" and "Plugged in" when

I press the power button. Now all I have to do is tap the power button and a normal shutdown occurs.

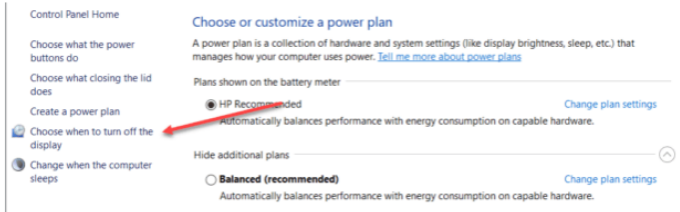
I do not have a sleep button so I left that one as is. Some desktop keyboards have a sleep button and you can set that to whatever you like.

When I close the lid "On battery" my PC will go into sleep mode so when I open the lid again I will be right back where I left off. Remember that sleeping takes power. When you are done, make sure you do a proper shutdown or plug the PC into a power source.

When I close the lid when "Plugged in", my PC will stay running and whatever external monitor I have connected will function normally. This allows me to use a wireless keyboard/mouse and use my laptop as a desktop without having to keep the screen visible.

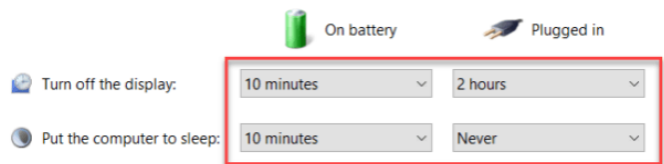


When you are done changing options, be sure to click Save changes.



Choose when to turn off the display and select how many minutes to leave the display turned on when the PC is idle.

Choose the sleep and display settings that you want your computer to use.



I like to never put mine to sleep when "Plugged in", but have it sleep after 10 minutes of being idle "On battery" and I turn off the display. When "Plugged in", I turn off the display after two hours.

I hope this is another useful addition to your toolbox.

***This article is republished, with permission, from the DavesComputerTips web site.***

{Ed. note: Remember that the images included in any computer article MAY be a bit different from what you see on YOUR computer, depending on YOUR Windows 10 version. Microsoft changes the look/feel of their products whenever they choose, whether useful to users or not.}



## Here's How To Send A Mass Email (And How NOT To...)

By Bob Rankin

<https://askbobrankin.com>

An AskBob reader says: 'I need to send email updates to a large group of people on a regular basis. But I've heard that if you do it wrong, you'll get tagged as a spammer, and your emails may not be delivered. What software or services do you recommend for sending emails to a list of people?' Read on for some good options, and a few you definitely want to avoid...

### Sending Emails to a List of Addresses

The reason this person wants to send a mass, group, or bulk email was not mentioned to me. But there are many legitimate reasons why you might want to send emails to a list of addresses. It could be as simple as keeping in touch with a group of friends or family. Perhaps you want to send out a group, club, or church newsletter. Maybe you're sending invitations to a party or event. Or you run an online business, and want to send a message to your customer list.



Hopefully, you're not thinking about sending 50,000 emails to a list of names you purchased on Craigslist for \$49 from a guy named Cousin Vinnie. I happen to know Vinnie, and even though he knows a guy who lives near the police department in a major city, he is not to be trusted.

You're right to be concerned about the spam issue. Even if your intentions are the best, and your message is benign, sending the same email to a large group of people is one of the "triggers" that anti-spam filters look for, and it can result in your outgoing emails ending up in a black hole, instead of reaching the intended recipients. And it might even violate your Internet Service Provider's terms of service. You don't want to lose your account due to an honest mistake. Let's take a look at several options for mass emailing that will maximize delivery success, and minimize the chances of getting you on the Most Wanted Spammers blacklist.

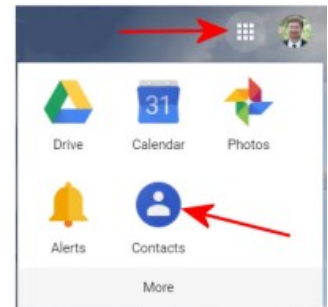
### Using Your Email Program to Mail to a List

If your intentions are to simply communicate with a group of a dozen or so people, I recommend using your email program's built-in list or group feature. Every mailer is different, but in general, you'll go into your Contacts or Address Book, tag each of the intended recipients, and save it a list. You can then compose a new email and easily send to the list, instead of tediously entering each address every time you need to email your list.

Normally I love Gmail for its simplicity, but this task is surprisingly obtuse in Gmail. To create a list, you need to open your Contacts tab. To do that, you need to click on the "dashboard apps" icon, which looks like nine little squares, and is located near the top right of your Gmail window. (See illustration below.) Select the "Contacts" icon and a new Google Contacts tab will open. (If you don't see the Contacts icon, click More.)

Click "Create label" (located in the left-hand navigation list), enter the list name, and click Save.

You've created your list. Now click the icon or checkbox next to the people you want in your group. After making your selections, click the icon that looks like a rectangle pointing to the right. (I told you this was obtuse.) Click the name of the list you just created, then click Apply, and your selected contacts will be added to the list. You can now close the Contacts tab and return to the Gmail tab in your browser. To email the list at any time, click the Gmail Compose button, type the list name in the "To" box, and press enter.



If you use another webmail service, such as Yahoo Mail, Outlook.com, or a desktop mailer such as Windows Mail or Thunderbird, there will be a similar capability to create a group or list of contacts, and send to that list. Keep in mind you can use the BCC (blind carbon copy) option to send to a group without revealing everyone's address to all recipients. If you're sending to a dozen or so recipients, this approach should be fine. Some people split their mailings into groups to avoid getting flagged as spam, but management of the list, including removing bad or non-deliverable addresses, can become cumbersome.

If your list is larger, or business-related, there are better options.

### Online Alternatives for Group Emails

Google Groups is a free service designed specifically to help groups of people communicate. You can create a group for your club, organization, friends, Romans, or countrymen. After inviting people to join the group, you can send messages to the group by email, and they'll be distributed to all the members. Google maintains an archive of all messages, which can be viewed on the Web.

Facebook is another option for informal groups to communicate. Facebook Groups lets you have open groups, or secret groups, so only members will be able to see the group and its postings. Members can view group messages within Facebook, and there is an option to get an email notification every time there is a new posting.

Groups.io bills itself as "Email Groups, Supercharged" and promises no ads or tracking. The interface is designed to be simple, but powerful and private. In fact, their website advises you to "drop Google and Facebook groups and use this instead". Groups.io allows for topics within the group, and lets members control which messages they want to see. You can receive every message, mute individual topics, or receive only the first message in a topic, with the option to follow the topic later. You can customize the welcome message, and assign moderators to a group. Free accounts allow for up to 100 members. Premium accounts (\$20/month) can have up to 500 members, and include a group calendar, chat, polls, and sections for a database, photos, and files.

### What About "Bulk Email" Software?

If you're planning to email a large group of people, you may be tempted to buy software that promises to help you build, manage and broadcast to email lists. I strongly recommend against using these "bulk mailer" programs. Typically, these programs will offer a feature to extract or "harvest" email addresses from websites, and claim to help you avoid blacklists.

Sending high-volume email from a typical home Internet connection (especially if you do not have the permission of the recipients) is a bad idea for several reasons. First, your emails will have very poor deliverability. Spam filters on the receiving mail servers are very good at sensing patterns used by spammers and bulk email programs. If your messages are not silently deleted, they will be bounced back to your inbox as undeliverable. Second, your ISP may cancel or freeze your account. If your abuse of your ISP's mail server causes it to be added to a blacklist, then it could affect the ability of ALL of their customers to send email.

### Email Marketing for Clubs, Groups and Businesses

If your bulk emailing is on behalf of a business or organization, my recommendation is to use a web-based email marketing service. [Mailchimp's free version](#) is popular with non-profits and small businesses because it lets you send up to 12,000 emails per month, with up to 2000 subscribers. So, for example, you could send to a list of 400 people every day of the month; a list of 1000 people twelve times a month, etc. You don't even need a credit card to sign up.

If you need to send larger volumes, check into [Aweber](#) or [Constant Contact](#) for more robust email marketing services. MailChimp, Aweber, Constant Contact and similar services all have certain benefits that are important for people who email to large groups on a regular basis. Management of your list, professionally designed email templates, handling of bounced emails,

and the ability to customize messages for each recipient are lacking in the do-it-yourself approach. They also have relationships with the major ISPs, to help ensure high delivery rates. In return, they help to minimize unwanted email by requiring that senders have permission, and recipients can easily remove themselves from a mailing list.

In all cases, getting permission is key. If you're sending to people with whom you have no existing personal or business relationship, you're likely to raise red flags and possibly lose your account. Here's a list of best practices for communicating effectively via email to large groups:

- DON'T: Add people to your list without their permission. Even if you have one of those sneaky pre-checked "add me to your list" opt-in boxes, visitors won't remember "opting in" and will consider your marketing messages spam.
- DO: Instead, use "confirmed opt-in" which requires the new subscriber to respond to a confirmation email before they are actually added to your list.
- DO: Provide a link to an easy opt-out or unsubscribe form in your email marketing messages. It's required by federal anti-spam law. Test the unsubscribe process occasionally; it's surprising how many don't work and no one ever gets around to fixing the problem.
- DON'T: Include attachments or use scripting such as Javascript, in email marketing messages. Many spam filters will block such messages.
- DO: Ask subscribers to add your newsletter address to their address book or "safe senders list." This helps to ensure that your messages won't be routed to the junk mail folder.
- DO: Remove invalid email addresses from your mailing list as soon as you become aware of them. A large number of bounced messages can get you blacklisted.

***This article is republished, with permission, from the Ask Bob Rankin web site.***

*{Ed. note: I witness this now and then when sending out the club newsletter or general announcements to you, the members. On occasion, my email message is denied and I receive a somewhat cryptic message in return. Sometimes it mentions the word "spam", and sometimes it's just mumbo-jumbo unintelligible email-ese language, with no obvious explanation for the refusal to accept the message. Then I have to divide the same message into 3 separate ones, each to a 1/3 segment of the members. That usually satisfies the spam police. But their delivery refusals have taken up to four (4) days to arrive, which is particularly irritating.}*



## Web Page Reviews

by Paul Baecker — [webwatch@sterlingheightscomputerclub.org](mailto:webwatch@sterlingheightscomputerclub.org)



This column attempts to locate sites containing valuable, amusing, and free content, with no overbearing pressure to purchase anything. ***Our club members only*** are encouraged to submit favorite sites (a description is optional) to the e-address noted above, for inclusion in a future WYSIWYG issue. Also check the SHCC web site (“*Web Page Reviews*”) for previous gems.

Check if your data has been leaked.

<https://cybernews.com/personal-data-leak-check/>

Cornell Lab of Ornithology — Explore birds, amphibians, mammals, and more. Some accompanied by audio files.

<https://www.macaulaylibrary.org/>

How to split data into multiple columns in Excel.

<https://www.howtogeek.com/702520/how-to-split-data-into-multiple-columns-in-excel/>

Everyday new word search puzzles in 3 different sizes.

<https://www.mindgames.com/game/Daily+Word+Search>

The history of Caps Lock: Why does the Caps Lock key exist?

<https://www.howtogeek.com/683823/why-does-the-caps-lock-key-exist-and-why-was-it-created/>

Tracking cookies: How to limit third-party data collection.

<https://www.comparitech.com/blog/information-security/tracking-cookies/>

How to switch to DuckDuckGo, a private search engine.

<https://www.howtogeek.com/709072/how-to-switch-to-duckduckgo-a-private-search-engine/>

Why do keyboards have a Windows key? Here's where it started.

<https://www.howtogeek.com/701786/why-do-keyboards-have-a-windows-key-heres-where-it-started/>

Ultimate Superuser's Guide to the uBlock Origin web browser ad blocker.

<https://www.maketecheasier.com/ultimate-ublock-origin-superusers-guide/>

Having trouble uninstalling a version of MS Office from your PC? This is the solution!!

<https://support.microsoft.com/en-us/office/uninstall-office-from-a-pc-9dd49b83-264a-477a-8fcc-2fdf5dbf61d8>

How to use Bangs in DuckDuckGo (to search other websites).

<https://www.howtogeek.com/711984/how-to-use-bangs-in-duckduckgo-to-search-other-websites/>

COMB: largest breach of all time leaked online with 3.2 billion records. The “mother” of all data breaches.

<https://cybernews.com/news/largest-compilation-of-emails-and-passwords-leaked-free/>

How to back up and then delete your Google account.

<https://www.cnet.com/how-to/how-to-back-up-and-then-delete-your-google-account/>

Filter out annoying Facebook posts with these News Feed Preference tools.

<https://www.muo.com/filter-out-annoying-facebook-posts-with-these-tools/>

7 reasons why you should replace your ISP's router.

<https://www.makeuseof.com/tag/reasons-replace-isp-router/>

16 ways to repurpose your old gadgets — PCs, phones, tablets, cameras, etc.

<https://www.reviewgeek.com/53199/16-ways-to-repurpose-your-old-gadgets/>

**NOTE: Many of the links in the digital newsletter connect to the Internet if clicked. For those that do not, copy and paste the link into your Internet browser.**

## Web Watch Column on the Club Web Site

Check out the **WebPageReviews** section on the club's web site. There you can see past web sites reviewed in this column. They are arranged into various *keyword* categories to help locate a specific topic or site.