
The Memory Map

Canton Alliance Massillon Computer Users Group



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Making Your Tech “Fit” – Cords, Voice, Sound, and Other Hazards

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Cords – Whether tripping or kicking (and disconnecting) them ...



or getting the contents of your desktop lost in the shuffle ...

cord / cable management is both a convenience and a safety issue.



Some basic principles:

- Label each Cord you plug into your outlets / surge devices.



Hint: When you get a new device, unplug the power cord from the device and attach the outlet end of the new device to this with a twist tie (or tape). Pull the old cord from the outlet end and it will fish your new cable to the surge strip or outlet. This doesn't work in a "mess of wires" but is good for many setups.

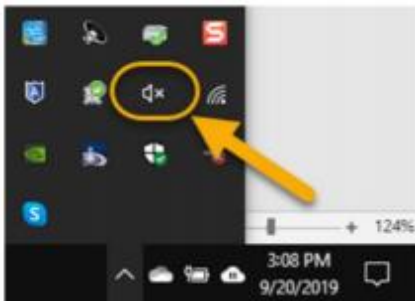


If you have many peripherals intermittently connected to your machine (a couple of cameras, a scanner, an external drive), consider a cable management "toy" for that as well.

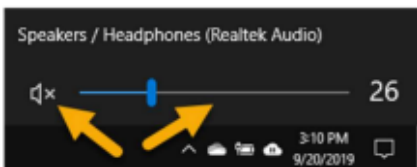
Voice – You may have a microphone built into your webcam (or the webcam in your laptop), part of a headset, or a separate microphone. Settings are most often tested in an app that uses the microphone (e.g. Skype). External units may connect to your machine by audio jack, USB cable or Bluetooth (wireless). Two things are important:

1. Train transcription software completely if you use it. It will help minimize errors in the text.
2. If you are using this for dictation, assume there are going to be errors! Check for them ... this will help avoid embarrassment over the messages you may send.

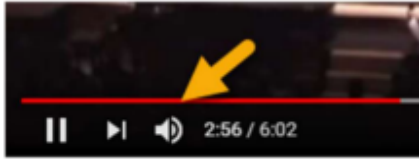
Sound – The biggest issues with speakers – USB, audio jack, Bluetooth, or Wi-Fi is accidental muting. This may happen on the speaker – especially if the on/off switch is a button rather than a knob control OR ...



Your sound is muted (see the X next to, or on top of the megaphone)



If not muted, the volume may be too low.



Your YouTube or other video may need either unmuting or volume adjustment (YouTube shown).

You may need to adjust the speaker volume AND the volume of the audio/video – setting both of them to maximum can interfere with sound clarity.

Other hazards –

- UPS units and surge/power strips can be great, but many have on/off switches. Be sure your unit is not in a position where it can be easily kicked (or hit) – and shut off.
- All computing devices can overheat. Have circulation space -- at least a couple inches each side on a tower, and if you have a laptop that lies flush on a desk, consider a cooling pad or other prop (I like bread cooling racks – right height and size).



Old program CDs make good drink coasters, wind chimes, or decorative hangings / picture frames. A couple ideas to make your desk area manageable and clear some clutter.



Next CAMUG Meeting, January 20

6 PM SIG: Show and Tell including favorite web sites

7 PM Regular Meeting: Roundtable with Q & A

CAMUG December 2019 Meeting Minutes

No 6 PM "Computer 101" session was held this month to allow time for set-up for the Christmas party at 7 PM.

Regular Meeting



President Dennis Smith called the 436th meeting of CAMUG to order at 7:00 PM on Monday December 16, 2019, at Holy Cross Lutheran Church (North End). There were 16 member families present. Since that is more than 15% of the membership, the meeting was declared valid. No visitors were present, and Bruce Brugger renewed.

The "On Time Drawing" was held. On the first draw, #4 for Madeline Burkes was selected. Madeline was present, was wearing her badge, and was awarded the On-Time Drawing prize.

APCUG had sent a Certificate of Participation to Liz Milford, Newsletter Editor, for entering the CAMUG newsletter into the APCUG Newsletter Contest. Dennis presented the certificate to Liz.

Nominations and Elections for 2019 were held.

President: Dennis Smith was previously nominated and had accepted the nomination. No additional nominations were offered. Jan Bredon moved that nominations for President be closed. Bernie Newsome seconded the motion, and the motion passed.

Secretary: Liz Milford was previously nominated and had accepted the nomination. No additional nominations were offered. Jim Albright moved that nominations for Secretary be closed. Bruce Klipec seconded the motion, and the motion passed.

Treasurer: Tim Elder was previously nominated and had accepted the nomination. No additional nominations were offered. Jan Bredon moved to close nominations for Treasurer. Alice Lungociu seconded the motion, and the motion passed.

Director-at-Large: Jan Bredon was previously nominated and had accepted the nomination. No additional nominations were offered. Bernie Newsome moved that

nominations for the one-year Director-at-Large be closed. Carol Joliat seconded the motion, and the motion passed.

Three-year Director: Bruce Klipec was previously nominated and had accepted the nomination. No additional nominations were offered. Bernie Newsome moved that nominations for 3-year Director be closed. Carol Joliat seconded the motion, and the motion passed.

Two-year Director: This is Mike Charney's unexpired term. Carol Joliat was previously nominated and had accepted the nomination. No additional nominations were offered. Liz Milford moved that nominations for 2-year Director be closed. Madeline Burkes seconded the motion, and the motion passed.

Since all positions had only one candidate, Jerry Schaefer moved to accept the election of all candidates by acclamation, and Jim Albright seconded the motion. The motion passed.

Tim Elder moved to close the business portion of the meeting. Jerry Schaefer seconded the motion. The business meeting thus ended at 7:07 PM and the Christmas Party began.

After enjoying a delicious covered dish meal, a prize raffle was held. Every member family was given one raffle ticket for their membership and a second ticket if they brought food. Those families who also brought food to share received a second ticket. There were 16 families present and 31 tickets were given out.

Among the prizes were 3 cash envelopes. Each envelope contained 3 bills and one had \$50, one \$35, and one \$15. One envelope was placed on the table at the beginning, the second after 11 tickets had been drawn, and the third after 20 tickets had been drawn. The cash envelope winners were Bernie Newsome: \$50, Madeline Burkes: \$35, and Dennis Smith: \$15. One unusual prize was the annual "Bag of Crap" that Jan Bredon created; Carol Joliat won it, and found that it contained several nice items. All other prize winners were not recorded.

Submitted pending Board approval,
Liz Milford, Secretary



CAMUG Board Meeting 12/16/19

President Dennis Smith called the CAMUG Board meeting to order on December 16, 2019, at 8:41 PM at Holy Cross Lutheran Church: the meeting was held after the Christmas party because of the holiday season. All six Board members were present; therefore, the meeting was declared valid.

President	Present	Dennis Smith	president@camug.com
Secretary	Present	Liz Milford	secretary@camug.com
Treasurer	Present	Tim Elder	treasurer@camug.com
Senior Director	Present	Jan Bredon	directors@camug.com
Director	Present	Bernie Newsome	
Director		Open	
Director at Large	Present	Carol Joliat	
Web Page		Open	webmaster@camug.com
Software and Book Review	Present	Jan Bredon	
Membership	Present	Carol Joliat	membership@camug.com
Newsletter	Present	Liz Milford	newsletter@camug.com
Computer 101	Present	Carol Joliat	
Ways and Means	Present	Jan Bredon and	
	Present	Madeline Burkes	
Newly elected Three-year Director	Present	Bruce Klipec	

Approval of Minutes:

November Regular Meeting: Bernie Newsome moved to accept the November Regular Meeting Minutes as printed in the newsletter. Jan Bredon seconded the motion, and the minutes were approved.

November Board Meeting Minutes: Jan Bredon moved to accept the November Board Meeting Minutes as printed in the newsletter. Bruce Klipec seconded the motion, and the minutes were approved.

Reports:

Treasurer's Report:

The November Treasurer's Report was emailed to members after the last Board meeting. Bernie Newsome moved to accept the November Treasurer's Report. Jan Bredon seconded the motion, and the report was approved.

Membership Report:

Carol Joliat reported that we have 25 member families. Bruce Brugger renewed.

Discussion of January 20th Meeting:

6 PM SIG: Show and Tell including favorite web sites

7 PM Regular Meeting: Roundtable with Q & A

Old Business:

Dennis reminded the Board that starting in January, the Board Meetings will be held on the 4th Tuesday of the month.

New Business:

Dennis noted that a motion to renew our APCUG membership had been made through email by Carol Joliat, seconded by Liz Milford, and passed. Tim has sent the renewal.

Motion to Adjourn:

At 8:52 PM, Liz Milford moved to adjourn. Carol Joliat seconded the motion, and the meeting was adjourned.

Submitted pending Board approval,
Liz Milford, Secretary

About CAMUG

Our club is open to anyone with an interest in computers and technology. A household membership is only \$20 per year, and a visitor can attend two meetings free without any obligation.

Monthly meetings are held the third Monday of the month at Holy Cross Lutheran Church, 7707 Market Ave. N in North Canton, Ohio. Computer 101 begins at 6:00 PM and the regular meeting begins at 7:00 PM. At every meeting, we cover topics ranging from cell phones to computers and from software to the internet and networking. Board meetings are held the fourth Tuesday of the month at 7:00 PM at Panera Bread on The Strip. Members are encouraged to attend the Board meeting although only Board members can vote.

The club mailing address is CAMUG, PO BOX 80192, Canton, OH 44708, and the blog is <http://www.camug.com>.

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CAMUG is a member of the Association of Personal Computer User Groups. APCUG is a worldwide organization that helps groups devoted to the world of technology by facilitating communications between member groups and industry. It offers the Virtual Technology Conferences, provides newsletter articles, and has a list of speakers for club programs

Membership Report

November 2019

by Carol Joliat



Total Family Memberships – 25
Renewals: Bruce Brugger



CAMUG Monthly Summary

Tim W. Elder, Treasurer 12/16/19

	Cash	Checking	Total
Start Balances	\$60.00	\$1539.05	\$1599.05
Total Income	\$0.00	\$0.00	\$0.00
Total Expenses	\$5.00	\$236.16	\$241.16
Transfer	-\$0.00	\$0.00	\$0.00
End Balances	\$55.00	\$1302.89	\$1357.89

CAMUG Officers

President: Dennis Smith 330-477-5893

Secretary: Liz Milford 330-896-4284

Treasurer: Tim Elder 330-875-2323

Senior. Director: Bernie Newsome
330-232-5083

Director: Carol Joliat

Director: Bruce Klipec

Director at Large: Jan Bredon
234-564-0045

Membership: Carol Joliat

Asst. Membership: Alice Lungociu

Web Page:

Newsletter: Liz Milford 330-896-4284

Tim Elder 330-875-2323

Computer 101: Carol Joliat

Ways and Means: Jan Bredon

Madeline Burkes

List of Members

Name	E-Mail
Albright, Jim	jima
Bredon, Jan	janb
Brugger, Bruce	bruceb
Burkes, Madeline	madelineb
Chapman, Lila	lilac
Charney, Michael	michaelc
Conley, Rose	rosec
Dingman, Morris	morrisd
Elder, Tim	time
Hahn, Gary	garyh
Hill, Susan	susanh
Hirst, Gina	ginah
Hirst, Robert	roberth
Joliat, Carol	carolj
Klipec, Bruce	brucek
Kramer, Cecelia	ceceliak
Lungociu, Alice	alicel
McCoy, Myra	myram
Milford, Elizabeth	elizabethm
Newsome, Bernard	bernardn
Noyd, Hal	haln
Parker, Cherie	cheriep
Ponzani, Doris	dorisp
Schaefer, Gerald	geralds
Smith, Dennis	denniss
Wildson, Chad	chadw

To email members, use the email
name above followed by
@camug.com

Visit our Home Page

<http://www.camug.com>

**Need help
with your electronic gadgets?**



Canton Alliance Massillon Users Group
Computer Users Group

Assistance for users of all ages and skill levels

When: 3rd Monday each month

Where: Holy Cross Lutheran Church
7707 Market Ave. N
North Canton OH

Time: 6pm Computer 101 (Less Advanced)
7pm Main Meeting

Ongoing topics include:

Computers

Tablets

Digital photography

Smart phones

eBooks

Toys & Gadgets

www.camug.com