The Memory Map

Canton Alliance Massillon Computer Users Group

Next CAMUG Meeting, October 17, 2022
Both Zoom and In Person!

- Join us in person at Holy Cross Lutheran Church, 7707 Market Ave. in North Canton, Ohio.

- OR use the Zoom link that Dennis will be emailed.

Program

6:15 PM: Chit-Chat
6:30 PM: Computer 101: "Using the Phone with Air Travel" by Carol Joliat
7:00 PM: Five-minute break
7:05 PM Meeting: "Windows 11, version 22H2" by Dennis Smith

Tech Essentials for Windows
Everyone Should Know These TOP-25
By Jim Cerny, Forums Coordinator, and Class Instructor
https://thestug.org/
jimcerny123 (at)gmail.com

We get comfortable on our sofa while technology keeps marching on. Here is what I would consider being the absolute BASIC knowledge you need to enjoy your Windows computer. I do not include tablets or smartphones here, but I bet you can guess which of these would apply to them as well. Ok, can you check all these off your "must know" list? Try rating each of these as to your knowledge level – "confident," "so-so," or "need to know more." If you have doubts, please Ask Google about it or ask people at your computer group.
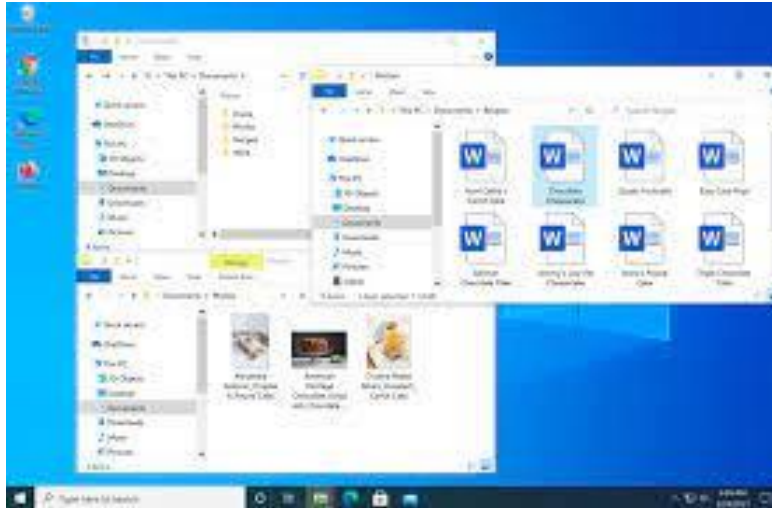
1. Turn your device on and off, including totally off, so you don't use the battery.

2. Mouse use – left-click, right-click, and scroll wheel.

3. Camera, speakers, earbuds, microphone, and other such plug-ins.

4. Printer hookup, text, change ink cartridges.

5. Internet modem test, restart, and know you are on the internet.

6. Open an app in a window. Change the size of a window, minimize and maximize it.

7. Move a window on your screen, work with more than one window open at the same time.

8. Closing a window.

9. Touchscreen skills – swiping, dragging, touching, enlarging, shrinking the screen, etc.

10. Log in to an account and log out after you are done.

11. Security app or software, know that it is working, scanning your computer for possible problems.

12, Keep ALL your passwords and logins in a good place.

13. Basic Windows settings – personalization, screen text size, and other options you can set for the way you use your computer.

14. Download a new app.

15. Search the internet for anything.

16. Find all the apps on your computer (Windows "start" button) and delete an app you no longer want.

17. Basic email skills – send a new email, maintain your CONTACT LIST, forward an email to others, add an attachment file.

18. Text editing – enter text, correct text, highlight text, copy and paste text.

19. Copy and paste other files and things such as a photo from the internet.

20. Browse the internet, going to different web pages, bookmark web pages, etc.

21. Use File Explorer to work with files and folders – rename, delete, create new folders, organize, etc.

22. Use a plug-in memory device, such as a small "pocket" drive, backup drive, or disc.

23. Create a new icon on your desktop, delete icons you no longer want.

24. Do online banking at your bank.

25. Taskbar functions and areas – Windows icon, search bar, quick-launch, notifications, etc.

Remember when you used a mouse for the first time? I bet you haven't realized how much technology you have learned in the past ten years or so. Don't forget to Ask Google if there is anything on this list you are unsure about; it is a great way to learn. Don't be left behind -- you'll miss out on some fun stuff now and what's coming in the future.

CAMUG September 2022 Meeting Minutes

The meeting was held in person at Holy Cross Lutheran Church; it was also held on Zoom. We used a Zoom account provided by APCUG. Dennis Smith was host and also presided over the 468th meeting of CAMUG on Monday, September 19, 2022, starting at 6:15 PM with general chit-chat.

Computer 101:

At 6:30, Eric Gunn presented "Chrome Browser" for Computer 101.
- Eric gave the history of the Chrome browser
- The Chrome browser started in 2008 with about 1% of the market. Now it has 68% of the market.
- Chrome will sync across all your devices.
- There are many extensions available from the Chrome web store.

- The address bar is called an omnibox because in addition to web addresses, you can type in math problems, ask it to translate a phrase in a foreign language, or ask a question.
- Eric showed two videos comparing the Chrome browser with others and almost always Chrome came out on top.
- He also showed a video with 13 Chrome features.
- He then demonstrated some extensions.

Break – about 7:25 PM for refreshments and the sale of raffle tickets.

Regular Meeting:

About 7:30, Dennis started the main meeting. There were 16 people present including two on Zoom. Since this is more than 15% of the membership, the meeting was declared valid.

There were no visitors.

Liz Milford won the On-Time Drawing.

Dennis explained about our December meeting. We will be at the other end of the building and enter through the north door. Members will bring food to share, and the club will supply plates and beverages. A brief business meeting will be held for election of officers and board members; it will also be available on Zoom. The rest of the meeting will not be on Zoom. After the food is shared, the club will have the raffle which will include prizes and cash. Each member attending will receive one raffle ticket. Those who bring food to share will receive a second raffle ticket. The party will be held on December 19th.

Dennis mentioned the renewal credit of $5 for each new member you bring in.

Dennis won the 50-50 raffle. Since the amount of money collected was less than $20, there was no second raffle prize.

Program: "Tune Up Your PC Yourself" by Dennis Smith. Dennis described several tools – all free – that can be used. Some are included in Windows 10/11 and others can be downloaded free from Ninite. He also explained how to use each tool. Unless mentioned, the tools are included in Windows.
- Update Windows.
- Use Disk Cleanup.
- Delete Old Drivers - after you are sure your new drivers work.
- Use Disk Defragmenter – to be used on regular hard drive, **not** SSD.
- Use Storage Sense – must be activated to use.
- Use Task Manager/Startup to disable programs you don't want or need to start up when booting the computer.

- Clear out the browser cache.
- Use Malwarebytes Free available from Ninite to scan the system and remove malware.
- Uninstall crapware - software you don't want or use. Can be done through Windows or by Revo Uninstaller available from Ninite.
- Run the System File Checker.
- Run CHKDSK.
- What next: Create a Backup and a Restore disk. Also RESTART your system regularly. Using SHUTDOWN will not stop everything.

Adjournment: Tim Elder moved to adjourn the meeting. Jim Albright seconded the motion. The meeting was adjourned at 8:52 PM.

Respectfully submitted,
Liz Milford, Secretary

CAMUG Board Meeting 9/27/2022

President Dennis Smith called the CAMUG Board meeting to order about 7:00 PM on Tuesday, September 27, 2022, on Zoom. All seven Board members were present; therefore, the meeting was declared valid. Eric Gunn was also present.

President	Present	Dennis Smith	president@camug.com
Secretary	Present	Liz Milford	secretary@camug.com
Treasurer	Present	Tim Elder	treasurer@camug.com
Senior Director	Present	Bruce Klipec	directors@camug.com
Director	Present	Jan Bredon	
Director	Present	Alice Lungociu	
Director at Large	Present	Jim Albright	
Web Page	Present	Dennis Smith	webmaster@camug.com
Software and Book Review	Present	Jan Bredon	
Membership		Carol Joliat	membership@camug.com
Newsletter	Present	Liz Milford	newsletter@camug.com
Computer 101		Carol Joliat	
Ways and Means	Present	Jan Bredon	
Others Present	Present	Eric Gunn	

Approval of Minutes:
 September Regular Meeting: Liz Milford had emailed the minutes to the Board. Jan Bredon moved to accept the September 19, 2022, Regular Meeting Minutes as emailed. Jim Albright seconded the motion, and the minutes were approved.

August Board Meeting: Alice Lungociu moved to accept the August 23, 2022, Board Meeting Minutes as printed in the September newsletter. Jim Albright seconded the motion, and the minutes were approved.

Reports:

Treasurer's Report: Liz Milford moved to accept the September Treasurer's Report as emailed. Jan Bredon seconded the motion, and the report was approved

Membership Report:
None.

October meeting topic:

October 17 meeting will be held in-person and on Zoom.
6:15 PM: Chit-Chat
6:30 PM: Computer 101: "Using the Phone with Air Travel" by Carol Joliat
7:00 PM: Five-minute break
7:05 PM Meeting: "Windows 11, version 22H2" by Dennis Smith.

Old Business:

Dennis reminded the Board that each board member will purchase at least two raffle prizes for the raffle at our December party. Each board member will be reimbursed up to $20 for the prizes purchased.

New Business:

Elections: Dennis mentioned that our November meeting will include nominations for officers and board members. At the beginning of our December party, there will be further nominations and the election.

More about the December Raffle: Jan Bredon moved that all existing raffle prizes be included in our December Raffle. Liz Milford seconded the motion, and the motion passed. Of course, the prizes that will be purchased by Board members and the cash prizes voted upon last month will also be included.

Motion to Adjourn:

At 7:37PM, Jim Albright moved to adjourn. Bruce Klipec 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.

Normally, monthly meetings are held the third Monday of the month at Holy Cross Lutheran Church, 7707 Market Ave.in North Canton, Ohio and also on Zoom. Computer 101 begins at 6:30 PM and the regular meeting begins at 7:05 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 using Zoom. Members are encouraged to attend the Board meeting although only Board members can vote; members can email Dennis Smith (denniss@camug.com) to get the Zoom link to the Board meeting.

The club mailing address is CAMUG, PO Box 80192, Canton, OH 44708. The web site is at http://www.camug.com. CAMUG has a Facebook page called CAMUG Users Group at https://www.facebook.com/CAMUG-Users-Group-100732168306718. CAMUG also has a blog at https://camugoh.blogspot.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 and Wednesday Workshops, provides newsletter articles, and has a list of speakers for club programs. Explore the APCUG website at https://www.apcug2.org, and the APCUG Facebook page at https://www.facebook.com/APCUG.

Membership Report

September 2022

by Carol Joliat

Total Family Memberships – 23

CAMUG Monthly Summary

Tim W. Elder, Treasurer   9/19/22

	Cash	Checking	Total
Start Balances	$60.00	$1017.67	$1017.67
Total Income	$28.00	$20.00	$48.00
Total Expenses	$5.00	$38.16	$43.16
Transfer	-$23.00	$23.00	$0.00
End Balances	$60.00	$1022.51	$1082.51

CAMUG Officers

President: Dennis Smith 330-477-5893
Secretary: Liz Milford 330-620-5178
Treasurer: Tim Elder 330-875-2323
Senior. Director: Bruce Klipec
Director Jan Bredon: 234-564-0045
Director: Alice Lungociu
Director at Large: Jim Albright
Membership: Carol Joliat
Asst. Membership: Alice Lungociu
Web Page:
Newsletter: Liz Milford 330-620-5178
            Tim Elder 330-875-2323
Computer 101: Carol Joliat
Ways and Means: Jan Bredon

List of Members

Name	E-Mail
Albright, Jim	jima
Bredon, Jan	janb
Brugger, Bruce	bruceb
Chapman, Lila	lilac
Doyle, Michael	michaled
Elder, Tim	time
Girt, Jesse	jesseg
Gunn, Eric	ericg
Joliat, Carol	carolj
Klipec, Bruce	bru#k
Kramer, Cecelia	ceceliak
Krantz, Cheryl	cherylk
Lungociu, Alice	alicel
McCoy, Myra	myram
Milford, Elizabeth	elizabethm
Newsome, Bernard	bernardn
Parker, Cherie	cheriep
Persons, Pauline	Pauline P
Ponzani, Doris	dorisp
Schaefer, Gerald	geralds
Smith, Dennis	denniss

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

Visit our Home Page:
http://www.camug.com

Our Facebook Page:
CAMUG Users Group

Our Blog:
https://camugoh.blogspot.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

Currently, we are also meeting via <u>Zoom</u>
Email us for a <u>Zoom</u> invitation!

Time   **6:15 PM:** Chit-Chat
           6:30 PM: Computer 101
           7:00 PM: Five-minute break
           7:05 PM Meeting
    Ongoing topics include:
Computers   Tablets   Digital Photography
Smart Phones   eBooks   Toys & Gadgets

info@camug.com   www.camug.com