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# The Memory Map

Canton Alliance Massillon Computer Users Group



Volume 41, Issue 9

September, 2021

## Next CAMUG Meeting, September 20, 2021 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 has emailed.

### Program

**6:30 PM:** Q & A and chit-chat

**7:00 PM Meeting:** "Introduction to TikToc and Interesting Web Sites" by Jan Bredon and others. Members are asked to share their favorite web sites.

## Hybrid Meeting Setup

By Dennis Smith, President, CAMUG

Many of our members have been curious about how we hold a CAMUG meeting in-person, while at the same time allowing other members to join us via Zoom. So, I thought that I would explain the system that we came up with to allow us to do this.



CAMUG was fortunate to apply (and be approved) for a grant from APCUG. This grant was for \$600 and was sized to allow us to purchase a new laptop (since the camera in the old CAMUG laptop had stopped working), a hand-held microphone, and any interconnecting pieces to make it all work. We already owned a set of powered PC speakers and a projector, so those didn't need to be included in the grant. Any money remaining will need to be returned to APCUG (see the chart at the end of this article).

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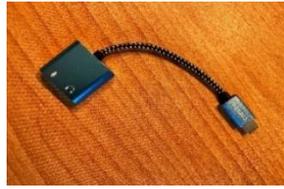
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We use the new laptop online on Zoom, with the camera aimed at the in-person group as the “main” computer for the meeting. This computer also drives the speakers, and has the hand-held microphone connected to it.

First of all, one major rule must be followed, “Only one computer in the room may have a live microphone, and that same computer must drive the speakers.” If this rule is broken, then horrible and loud feedback will be the result. Because both are connected to the same computer, Zoom takes care of preventing the feedback, just like it does for you during any Zoom meeting.



Let me pause here and explain that most of our frustration has surrounded the hand-held microphone! First of all, it came with a different connecting plug than we had expected – a 1/4” monaural jack (similar to one on a guitar). So, we then had to order an adapter to change it to a 3/8” jack that would connect to a PC or other “normal” device. We next discovered that the audio jack on the new laptop needed 4 connections (microphone and stereo headset), not just the 2 for a microphone. So, another adapter was ordered, but it didn’t work well, so it was returned. Instead, still another adapter was ordered that split the audio jack into a microphone jack and a speaker jack. That one worked at my home but gave us fits at our first meeting. Fortunately, at the first hybrid CAMUG meeting, the laptop’s microphone picked up everyone better than we expected, so we still had a successful meeting. We ordered another adapter that connects the microphone and speakers to a USB-C on the laptop, and it is working better. I think we need to hold the series of connections together with a rubber band to keep it working, though.



So, that is the first computer. We use a second computer to do presentations. Sometimes it is the old CAMUG laptop, sometimes the presenter(s) will bring their own laptop. This laptop also connects to the Zoom meeting, but **MUST** have its sound turned off (both microphone and speakers) to prevent feedback. When the “Presenter’s” laptop shares its screen, everyone on the Zoom meeting, including the new laptop in the room, can see the presentation. This is how those in-person get to

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see the presenter's slides – via Zoom. So, when no one is sharing a presentation, the projector shows the Zoom grid of attendees (remember Hollywood Squares?), but when the presenter shares, it shows the shared item. This is nice, since we don't have to re-cable any connections in the room once it is all set up.

Obviously, it does take quite a while to assemble all of the pieces and sign everything in to Zoom. It also takes a while to tear it all down at the end of the night, and I am very thankful for those who have helped put away things and reset the room after each meeting. Between chairs, table, power cables, router, our storage cabinet, and raffle prizes, plus all of the electronics, there is a lot to do!

For those interested, here is a list of the items we purchased (those that didn't work were returned for a full refund). CAMUG is not a 501(c)(3) group, so we had to pay sales tax.

Item	Vendor	Cost (with tax)
Laptop	Office Depot	\$ 532.49
Microphone	Amazon	\$ 31.94
Audio Adapter 1	Amazon	\$ 3.15
USB-C Audio Adapter	Amazon	\$ 16.83
HDMI Cable	Walmart	\$ 10.09
Total		\$ 594.50
Grant	APCUG	\$ 600.00
Refund to	APCUG	\$ 5.50



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## CAMUG August 2021 Meeting Minutes



The meeting was held in person at Holy Cross Lutheran Church, and it was also held on Zoom. It was our third hybrid meeting. We used a Zoom account provided by APCUG, and Dennis Smith was host.

President Dennis Smith presided over the 455<sup>th</sup> meeting of CAMUG on Monday, August 16, 2021, starting at 6:30 PM with general chit-chat. Topics discussed included Internet Explorer vs Edge, a problem with a member having two versions of Windows on a computer, and Facebook Messenger missing on a member's iPad.

Dennis welcomed everyone present including a visitor, Terry Hill, who joined us through Zoom from Prescott, Arizona. He is a member of the Prescott Computer Society. There were fourteen members present representing thirteen member families. Ten people met at the church and four members were using Zoom. Since that is more than 15% of the membership, the meeting was declared valid. Dennis also introduced the Board members.

Dennis mentioned the credit of \$5 toward your membership dues for each new member you bring in.

**On-Time Drawing:** Carol Joliat was the winner on the first draw.

### Program.

Carol Joliat talked about OneDrive. A summary is below:

- OneDrive is a place to store files in the cloud.
- You don't really need OneDrive if you have files backed up somewhere safe from catastrophes such as house fire.
- OneDrive gives you safe access from any device and allows you to share and/or collaborate on files.
- Set up requires a Microsoft account. A laptop or phone uses an app from the appropriate app store.
- Existing files or folders can be added to OneDrive and new files and folders can be made within OneDrive
- Files can be shared from OneDrive. This is especially convenient for large files.
- Several people can collaborate and edit one file.
- OneDrive has a Personal Vault for storing items especially safely, such as a vaccination certificate or medical cards.
- Cost varies from free for 5 GB storage to \$99 per year for up to six users and includes Office and 1 T of storage for each user.

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Jan Bredon compared OneDrive to Google Drive and showed that the many cloud services have similar offerings.

Carol then gave her Gmail Tidbit: how to schedule when an email will be delivered. When finished writing the email, click on the arrow near the right edge of the “SEND” icon and choose “Schedule Send.”

The files of the presentations will be posted on the CAMUG web site in three months.

**50-50 Raffle:** Alice Lungociu was the winner of tonight’s drawing. Since there were only \$8 in ticket sales, only one prize was awarded. Alice donated her prize back to the club.

**Adjournment:** Jan Bredon moved to adjourn the meeting. Jim Albright seconded the motion. The meeting was adjourned at 8:42 PM.

Respectfully submitted,  
Liz Milford, Secretary

## **CAMUG Board Meeting 8/24/2021**

President Dennis Smith called the CAMUG Board meeting to order at 7:00 PM on Tuesday, August 24, 2021, using Zoom. All seven Board members were present; therefore, the meeting was declared valid.

President	Present	Dennis Smith	<a href="mailto:president@camug.com">president@camug.com</a>
Secretary	Present	Liz Milford	<a href="mailto:secretary@camug.com">secretary@camug.com</a>
Treasurer	Present	Tim Elder	<a href="mailto:treasurer@camug.com">treasurer@camug.com</a>
Senior Director	Present	Carol Joliat	<a href="mailto:directors@camug.com">directors@camug.com</a>
Director	Present	Bruce Klipec	
Director	Present	Jan Bredon	
Director at Large	Present	Jim Albright	
Web Page	Present	Dennis Smith	<a href="mailto:webmaster@camug.com">webmaster@camug.com</a>
Software and Book Review	Present	Jan Bredon	
Membership	Present	Carol Joliat	<a href="mailto:membership@camug.com">membership@camug.com</a>
Newsletter	Present	Liz Milford	<a href="mailto:newsletter@camug.com">newsletter@camug.com</a>
Computer 101	Present	Carol Joliat	
Ways and Means	Present	Jan Bredon	
Others Present			

### **Approval of Minutes:**

**August Regular Meeting:** Jan Bredon moved to accept the August 16, 2021, Meeting Minutes which had been emailed to the Board. Jim Albright seconded the motion, and the minutes were approved.

**July Board Meeting:** Tim Elder moved to accept the July 27, 2021, Board Meeting Minutes as printed in the August newsletter. Jan Bredon seconded the motion, and the minutes were approved.

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**Reports:**

**Treasurer's Report:** Tim Elder had emailed the August Treasurer's Report to Board members. Liz Milford moved to accept the August Treasurer's Report. Jim Albright seconded the motion, and the report was approved.

The Board discussed the possibility of using Zelle through Key Bank for online transactions such as dues payments and even the 50/50 raffle. Jan Bredon moved that the club set up a Zelle account for the club using Key Bank with the President and Treasurer having control. Carol Joliat seconded the motion, and the motion passed.

**Membership Report:** Carol Joliat reported that the club now has 19 members. Cecelia Kramer, Cheryl Krantz, and Cherie Parker have renewed their memberships in the past month.

**Meeting Topics:**

**September 20th Meeting will be held in-person and on Zoom.**

**6:30 PM:** Q & A and chit-chat

**7:00 PM Meeting:** "Introduction to TikToc and Interesting Web Sites" by Jan Bredon and others. Members are asked to share their favorite web sites.

**Old Business:**

Liz Milford read a note from Alice Lungociu who had audited the club books. She thanked the club for the gift certificate and praised Tim Elder for the well-maintained books.

**New Business:**

The Board talked about how we can hold the December Club Party meeting and decided that we will discuss this at the September Club Meeting. **Member input is important.**

**Motion to Adjourn:**

At 8:01 PM, Jan Bredon moved to adjourn. Bruce Klipec seconded the motion, and the meeting was adjourned.

Submitted pending Board approval,  
Liz Milford, Secretary

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## 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. Informal chat begins at 6:30 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 using Zoom. Members are encouraged to attend the Board meeting although only Board members can vote; members can email Dennis Smith ([denniss@camug.com](mailto: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, 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

August, 2021

by Carol Joliat



Renewals: Cherie Parker

Total Family Memberships – 19



## CAMUG Monthly Summary

Tim W. Elder, Treasurer 8/16//21

	Cash	Checking	Total
<b>Start Balances</b>	\$60.00	\$1128.51	\$1188.51
Total Income	\$53.00	\$20.00	\$73.00
Total Expenses	\$5.00	\$37.05	\$42.05
Transfer	<u>-\$48.00</u>	<u>\$48.00</u>	<u>\$0.00</u>
<b>End Balances</b>	\$60.00	\$1159.46	\$1219.46

## CAMUG Officers

President: Dennis Smith 330-477-5893

Secretary: Liz Milford 330-896-4284

Treasurer: Tim Elder 330-875-2323

Senior. Director: Carol Joliat

Director: Bruce Klipec

Director: Jan Bredon

234-564-0045

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
Bohm, David	davidb
Bredon, Jan	janb
Brugger, Bruce	bruceb
Chapman, Lila	lilac
Dingman, Morris	morrisd
Elder, Tim	time
Joliat, Carol	carolj
Klipec, Bruce	brucek
Kramer, Cecelia	ceceliak
Krantz, Cheryl	cherylk
Lungociu, Alice	alicel
McCoy, Myra	myram
Milford, Elizabeth	elizabethm
Newsome, Bernard	bernardn
Parker, Cherie	cheriep
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: 3<sup>rd</sup> Monday each month

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

*Currently, we are also meeting via Zoom*  
Email us for a Zoom invitation!

Time: 6:30pm Social Time, Q&A  
7:00pm Main Meeting

Ongoing topics include:

Computers	Tablets	Digital
Photography	Smart phones	eBooks
Toys & Gadgets		

[info@camug.com](mailto:info@camug.com)

[www.camug.com](http://www.camug.com)