
The Memory Map

Canton Alliance Massillon Computer Users Group



Volume 41, Issue 12

December 2021

Next CAMUG Meeting, December 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: Further Nominations for next year's club officers will followed by the election. The program will be "The Pros and Cons of Leaving the Computer on All the Time" or "To Shut Down or Not to Shut Down".

Create a 2022 Calendar

By John Krout, Presenter & Newsletter Contributor
Potomac Area Technology and Computer Society

<https://www.patacs.org>

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INTRODUCTION

As I did for 2021, I have posted 2022 calendar files for downloading. The files are available for LibreOffice Impress and PowerPoint 365. You can add your photos and calendar events, change fonts, and generally customize as you like.

If you are not familiar with LibreOffice, it is a suite of office productivity apps that provide roughly the same functionality as Microsoft Office and is available for free downloading and use. Try it by downloading for Windows, Macintosh, and Linux at <https://www.libreoffice.org/>. If you like LibreOffice, then you can stop paying those Microsoft Office subscription fees.

There are two different calendar layouts. Initially, I prepared calendars for my use in a **full-page calendar layout**: photos for a month occupy one full 8.5×11-inch page, and the calendar for the month occupies another full page. The full-page layout calendar pages would be printed in Landscape orientation, and the photo(s) for February would be printed on the back of the calendar page for January.

I use comb binding: I bought a machine to punch binding holes in each page and insert a cylindrical plastic comb in those holes. In **illustration 1**, you can see an example calendar with the white cylindrical comb teeth inserted in holes punched in the paper.

Starting in 2021, I also prepared calendar files in a **compact layout**; each calendar for the month occupies the lower half of an 8.5×11-inch page, and the photos occupy the top half of the same page. In addition, the Compact layout calendar pages would be printed in Portrait orientation.

If the difference between the two calendar formats is not clear to you, download each calendar file for your software and compare them.

The advantage of the compact format is savings in terms of paper and ink used. Typically, you would bind the compact format calendar pages at the top.



In each of the files, the area for photos is left blank. Additionally, each calendar month page is a Table, and each day is a cell in the Table. In each day-cell, you can enter event info for birthdays, anniversaries, and so forth. I have already added US Federal holidays.

HERE ARE THE HYPERLINKS TO THE 2022 CALENDAR FILES

[2022 PowerPoint 365 full-page calendar](#)

[2022 PowerPoint 365 compact calendar](#)

[2022 Impress full-page calendar](#)

[2022 Impress compact calendar](#)

I have already prepared the 2023 calendar files. I will remove the 2022 files at some point in 2023 and post the 2023 files. Therefore, the hyperlinks for the 2023 files will

not be the same ones that are shown above. I will announce those hyperlinks in a later article.

GLOSSY PAPER AVAILABILITY

I have been printing calendars on my HP DeskJet 7110 printer for the past few years using HP 2-sided glossy brochure/flyer paper. When I last bought that paper in 2019, the cost was about 22 cents per sheet. The HP product ID is Q1987A. I still have about half of a package of that paper on hand, with the wrapper showing that product ID.

Since I used most of my stock of that paper when I printed my 2021 calendar last year, and the remaining stock is not enough for my annual calendar production, I decided to go shopping online. Amazon sells HP 2-sided glossy brochure/flyer paper for \$39.61/150 sheet pack: 26 cents per sheet. Staples brand is \$33.98/150 sheet pack.

Note: for calendar printing purposes, stay away from any paper described as "trifold." HP, for instance, scores its trifold paper to enable easy folding. The score lines will be visible in any print you make.

ABOUT THE AUTHOR: John Krout has been writing about creative uses of personal computers since the early 1980s. Now he also writes about smartphones, tablets, and digital cameras. He retired in 2021 after working as a federal contractor software engineer for 30+ years and lives in Arlington, VA, with his son, many computers, digital cameras, and too many cats.

CAMUG November 2021 Meeting Minutes



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

President Dennis Smith presided over the 458th meeting of CAMUG on Monday, November 15, 2021, starting at 6:30 PM with general chit-chat. Topics discussed included avoiding being tracked on the internet; email, text and phone spam; and types of gasoline.

Dennis welcomed everyone present. There were thirteen members present and no visitors. Nine people were at the church and four attended via Zoom. Since that is more than 15% of the membership, the meeting was declared valid.

Dennis Smith was the winner of the on-time drawing.

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

Nominations for 2022:

- **President:** Jan Bredon nominated Dennis Smith for President and he accepted. Liz Milford moved that nominations for President be closed. Carol Joliat seconded, and the motion passed.
- **Secretary:** Jan Bredon nominated Liz Milford for Secretary and she accepted. Bruce Brugger moved that nominations for Secretary be closed. Carol Joliat seconded, and the motion passed.
- **Treasurer:** Liz Milford nominated Tim Elder for Treasurer and he accepted. Jan Bredon moved that nominations for Treasurer be closed. Carol Joliat seconded, and the motion passed.
- **Three-year Board Member:** Liz Milford nominated Alice Lungociu for Three-year Board member and she accepted. Bruce Brugger moved that nominations for Three-year Board Member be closed. Carol Joliat seconded, and the motion passed.
- **Director at Large:** Alice Lungociu nominated Carol Joliat as Director at Large and she accepted. Carol Joliat moved that nominations for Director at Large be closed. Jan Bredon seconded, and the motion passed.

December Meeting:

In accordance with the survey taken last month, the December meeting will be a regular meeting with people present both in person and on Zoom. There will be further nominations for next year, elections, and a program. We will not have the big raffle nor the potluck meal that we usually have in December. Carol suggested a summer picnic to replace the potluck.

Program: The program was a roundtable. The following items were included:

- Dennis Smith discussed Windows Update. On the settings under Update and Security, PC Health Check will say what is missing if your computer is not ready for Windows 11. If your computer is ready for Windows 11, there will be a message on that page to that effect. You have the choice to update or to check that you will be staying with Windows 10 for a while. You must choose that you are staying with Windows 10 if you want to continue to receive Windows 10 updates. Dennis then used Team Viewer to show his home computer which has been updated to Windows 11. He showed some of the differences in Windows 11 and said the sound (which doesn't come over Team Viewer) is much enhanced.
- Dennis gave a brief description of how to use Ninite to download free programs and keep them up to date.
- Jan Bredon talked about his "Free (almost) Home Phone." This solution uses Google Voice. You can have one free virtual phone number per Gmail account. He

bought a used cordless phone with three handsets for \$1.50 at Hartville Thrift Store. (He checked later, and they no longer have cordless phones.) He also purchased a Polycom OBI200 device for \$45 from Amazon. (It's now \$55.) He connected the OBI200 to a port on his home router. Then he watched a YouTube video on how to set it up with Google Voice to register the OBI200 and tie it to your Google Voice number. He now has a free home phone.

- Bruce Brugger mentioned that he has a home phone connected to a tower – no wire – through AT&T for \$25 per month. However, there are times it doesn't work well.
- Jan said he had received two phone calls from people who had seen the club information in the *Senior Forum* newspaper and were interested in our club. These people were novices; Jan suggested that we return to our beginners SIG before the regular meeting.
- Cherie Parker has a problem printing from her iPad; she must often reboot the iPad and/or the printer. It may be caused by using the iPad away from her home network.
- BREAK for food. There was no 50/50 raffle.
- Follow up discussion included the environmental effects of electric cars, the chip shortage, and old computers – our “first computers.”
- Suggested topic for next month: Pros and cons of leaving the computer on all night.

Adjournment: Liz Milford moved to adjourn the meeting. Carol Joliat seconded the motion. The meeting was adjourned at 8:58 PM.

Respectfully submitted,
Liz Milford, Secretary



CAMUG Board Meeting 11/23/2021

President Dennis Smith called the CAMUG Board meeting to order about 7:00 PM on Tuesday, November 23, 2021, using Zoom. Six of the seven 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	Carol Joliat	directors@camug.com
Director	Present	Bruce Klipec	
Director	Present	Jan Bredon	
Director at Large		Jim Albright	
Web Page	Present	Dennis Smith	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	
Others Present			

Approval of Minutes:

November Regular Meeting: Carol Joliat moved to accept the November 15, 2021, Meeting Minutes which had been emailed to the Board. Tim Elder seconded the motion, and the minutes were approved.

October Board Meeting: Carol Joliat moved to accept the October 26, 2021, Board Meeting Minutes as printed in the November newsletter. Tim Elder seconded the motion, and the minutes were approved.

Reports:

Treasurer's Report: Tim Elder had emailed the November Treasurer's Report to Board members. Liz Milford moved to accept the November Treasurer's Report. Carol Joliat seconded the motion, and the report was approved. The Board is working to set up a Zelle account so dues can be paid electronically.

Membership Report: Carol Joliat had emailed a current membership list to the Board. The club currently has 19 members. Alice Lungociu and Bruce Brugger have renewed their memberships.

Meeting Topics:

December 20th meeting will be held in-person and on Zoom.

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

7:00 PM Meeting: Further Nominations for next year's club officers will followed by the election. The program will be "The Pros and Cons of Leaving the Computer on All the Time" or "To Shut Down or Not to Shut Down".

Old Business:

December Board Meeting: Tim Elder moved that the December Board Meeting be held on December 20th right after the regular meeting. Carol Joliat seconded the motion, and the motion passed.

Motion to Adjourn:

At 7:52 PM, Carol Joliat moved to adjourn. Tim Elder seconded the motion, and the meeting was adjourned.

Submitted pending Board approval,
Liz Milford, Secretary

What is Zelle?

By Liz Milford

In the last Board meeting, it was announced that members could now pay their dues by using Zelle®. OF COURSE, DUES CAN ALSO BE PAID IN PERSON OR BY A CHECK IN THE MAIL.

Zelle® is a way to send money to another person's bank account. Zelle® does not charge for the service, but they recommend checking with your bank to see whether it charges to use Zelle®. Many banks already have a connection to Zelle®, and it can be used from that bank's app or possibly through the bank's online banking.

If your bank doesn't have a connection with Zelle®, you can use the Zelle® app for Android and iOS. You will enter basic contact information, your U.S. mobile phone number, and a Visa or MasterCard debit card from a U.S. bank.

When using Zelle®, at least one side of the transaction (sender or receiver) must have access to Zelle® through their bank or credit union.

To send money, simply add your recipient's email address or U.S. mobile number, the amount you'd like to send, review, add a memo, and hit "confirm." The recipient will receive a text or email and receive the money.

This information was taken from the Zelle® website: <https://www.zellepay.com/>.

HOWEVER, REPEATING AGAIN, DUES CAN ALSO BE PAID IN PERSON OR BY A CHECK IN THE MAIL.

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) 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

November 2021

by Carol Joliat



Renewals: Bruce Brugger and Alice Lungociu

Total Family Memberships – 19

List of Members

Name	E-Mail
Albright, Jim	jima
Bohm, David	daveb
Bredon, Jan	janb
Brugger, Bruce	bruceb
Chapman, Lila	lilac
Elder, Tim	time
Girt, Jesse	jesseg
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



CAMUG Monthly Summary

Tim W. Elder, Treasurer 11/15/21

	Cash	Checking	Total
Start Balances	\$60.00	\$1137.96	\$1197.96
Total Income	\$45.00	\$0.00	\$45.50
Total Expenses	\$5.00	\$159.00	\$164.00
Transfer	<u>-\$40.00</u>	<u>\$40.00</u>	<u>\$0.00</u>
End Balances	\$60.00	\$1018.96	\$1078.96

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

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 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		

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