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# The Memory Map

Canton Alliance Massillon Computer Users Group



Volume 42, Issue 8

August 2022

## Next CAMUG Meeting, August 15, 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 has emailed.

#### Program

**6:15 PM:** Chit-Chat

**6:30 PM:** Computer 101: "Using Free Dictation in Microsoft Software" by Carol Joliat

**7:00 PM:** Five-minute break

**7:05 PM Meeting:** "Complete Robocall Defense" by John Krout. This will be either an APCUG video or a live Zoom presentation.

## Right-Click Your Mouse, Best Shortcut Ever!

By Jim Cerny, Forums Coordinator, and Class Instructor

<https://thestug.org/>

**jimcerny123 (at )gmail.com**

If you are not familiar with the power of RIGHT-clicking your mouse, you are in for a great Windows tip to help you in almost every place on your computer. First, of course, everyone should be familiar with LEFT-clicking the mouse to select things and options. Computer instructions say "click on" this or that, and it is understood that they mean LEFT click. But the RIGHT mouse button is a big help also, and instructions should always specify "RIGHT-click" when you are to use that button.

So, what does "right-clicking" your mouse do on Windows? Well -- and this is the core of this article -- **right-clicking your mouse on anything makes a menu of options appear for that item.** This works for almost anything you can see on your Windows monitor. So, let's look at a few examples for you to try to show you what a helpful shortcut this can be for you.

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Place your mouse arrow (cursor) anywhere on your desktop screen (on an empty area, not an icon). Now right-click your mouse, and you will see a menu appear of choices or commands for what you can do with your desktop. For example, you will see choices such as "View," which allows you to change how you view your desktop. Or "Sort by," which gives you options for sorting what is on your desktop. If you don't know what a command or option does, ask Google.

For another example, place your mouse arrow on a BLANK area on your Taskbar at the bottom of your Windows desktop screen. Now right-click, and you will see options of what you can do with your Taskbar – such as locking or unlocking the Taskbar, arranging open windows on your screen, and more. You can even LEFT click on "Taskbar settings" to go directly to the Taskbar settings options. So have fun and TRY something! (Remember always to use a LEFT mouse click to select a menu option).

For a third example, let's say you are editing text in a document. First, drag your mouse over some text to highlight it (this is "selecting" the text you want to work with). Now right-click on the highlighted text, and viola, you see options of what you can do with that text. You can select "cut," "copy," or "paste," for example, or change the font or make it a new paragraph.

If you have not realized the power of right-clicking your mouse, then you should be saying a big "WOW, this is so cool!" Now you can have some fun trying right-clicks anywhere and everywhere. Try right-clicking on an icon, a cell in a spreadsheet, a file or folder name in File Explorer, or a photo on the internet. You do not have to select an option on the menu that appears; left click somewhere else, and the menu will disappear, and nothing will happen. So, you won't change a thing when you look and explore. Right-clicking is a great shortcut that will save you time searching for many options or choices. Most apps (applications, programs, etc.) will also provide right-click menus. So why not give it a try? You have nothing to lose but a click!



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# CAMUG July 2022 Meeting Minutes

The meeting was held in person at Holy Cross Lutheran Church; it was also held on Zoom using an account provided by APCUG. Dennis Smith was host and also presided over the 466<sup>th</sup> meeting of CAMUG on Monday, July 18, 2022, starting at 6:15 PM with general chit-chat.

## Computer 101:

At 6:30, Carol Joliat presented “Cookies” for Computer 101.

- Cookies (HTTP Cookies) are small files stored on your computer when you visit a website.
- They are used to store websites visited, login information, areas of interest, shopping information.
- Companies can only look at their cookies on your computer unless they are part of a network when your information may be shared with member companies.
- First-party cookies are created by the websites you visit.
- Third-party cookies are generated by ads located on websites you have visited.
- Control and elimination of cookies are found in the browser by going to Settings in that browser. Carol showed how to do this using both the Edge and Chrome browsers.

**Break** – about 6:55 PM

## Regular Meeting:



About 7:00 PM, Dennis welcomed everyone present. There were 14 members present representing 13 member families. Since that is more than 15% of the membership, the meeting was declared valid. Two members attended via Zoom.

There was one visitor, Linda Middleton, who came with Jim Albright.

Jan Bredon won the On-Time Drawing.

**Program:** “Encryption Software” by Mark Schulman (APCUG Video). This video is available on YouTube at <https://www.youtube.com/watch?v=atO16TI0Is&t=40s>.

- Mark Schulman has been an IT professional for 40 years and has no affiliation with any product mentioned. They are all free anyway.
- Encryption is scrambling data so it can’t be read without a password or a key.
- We already use encryption with https websites and on Wi-Fi routers.
- Encryption is needed when data is stored on portable devices and when insecure methods of sharing files are used.

- **Single file encryption:** Single file encryption will encrypt individual files. Microsoft Office has encryption built in. AESCrypt, free software, will encrypt single files, and 7-Zip, also free software, will encrypt single files or groups of files. Mark demonstrated all three.
- **Encrypted container:** An encrypted container provides an encrypted virtual drive on devices such as a flash drive, external drive, or laptop. Mark uses the free software VeraCrypt to create the encrypted container. He demonstrated how to use it.
- **Whole drive encryption:** VeraCrypt will also encrypt an entire hard drive. An encrypted drive is uncrackable by any known method but requires a strong password. Mark demonstrated this also.
- **Passwords:** Be sure to keep encryption passwords secure and when sharing with others, do not send in the same email as the encrypted file. A phone call is better.
- **Phones:** Modern phones include whole-phone encryption but is only as good as your password. You can also use an encrypted note app such as ColorNote to encrypt single notes on your phone.

**BREAK:** In the middle of the video, the group had a short break for refreshments and to purchase raffle tickets. Then the raffle was held; Jan Bredon won the 50-50 raffle.

**Adjournment:** Tim Elder moved to adjourn the meeting. Liz Milford seconded the motion. The meeting was adjourned at 8:37 PM.

Respectfully submitted,  
Liz Milford, Secretary

## **CAMUG Board Meeting 7/26/2022**

President Dennis Smith called the CAMUG Board meeting to order about 7:00 PM on Tuesday, July 26, 2022, on Zoom. All seven Board members were present; therefore, the meeting was declared valid. Carol Joliat (Membership) and Eric Gunn were also present.

President	Present	Dennis Smith	<a href="mailto:president@camug.com">president@camug.com</a> <a href="mailto:secretary@camug.com">secretary@camug.com</a> <a href="mailto:treasurer@camug.com">treasurer@camug.com</a> <a href="mailto:directors@camug.com">directors@camug.com</a>
Secretary	Present	Liz Milford	
Treasurer	Present	Tim Elder	
Senior Director	Present	Bruce Klipec	
Director	Present	Jan Bredon	
Director	Present	Alice Lungociu	
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	Present	Eric Gunn	

**Approval of Minutes:**

**July Regular Meeting:** Tim Elder moved to accept the July 18, 2022, Regular Meeting Minutes as emailed to the Board. Alice Lungociu seconded the motion, and the minutes were approved.

**June Board Meeting:** Jan Bredon moved to accept the June 28, 2022, Board Meeting Minutes as printed in the July newsletter. Jim Albright seconded the motion, and the minutes were approved.

**Reports:**

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

**Membership Report:**

Carol Joliat had emailed the Board a new membership list. She reported that the club now has 22 memberships. Four memberships are up for renewal; Carol will contact them.

**August meeting topic:**

**August 15<sup>th</sup> meeting will be held in-person and on Zoom.**

**6:15 PM:** Chit-Chat

**6:30 PM:** Computer 101: “Using Free Dictation in Microsoft Software” by Carol Joliat

**7:00 PM:** Five-minute break

**7:05 PM Meeting:** “Complete Robocall Defense” by John Krout. This will be either an APCUG video or a live Zoom presentation.

**Old Business: None**

**New Business: None**

**Informal Discussion:**

Carol asked whether the homemade cookies she brought to the last meeting were OK; the answer was a resounding YES.

The group discussed various Alexa and Google smart devices.

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The group discussed genealogy topics: the 1950 census and the accessibility of Ancestry.com at Stark County library locations.

The group also discussed retrieving data from software that is outdated and now longer usable.

**Motion to Adjourn:**

At 8:05 PM, Jan Bredon moved to adjourn. Jim Albright 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](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 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

July 2022

by Carol Joliat



Total Family Memberships – 22



### CAMUG Monthly Summary

Tim W. Elder, Treasurer 7/18/22

	Cash	Checking	Total
<b>Start Balances</b>	\$60.00	\$908.67	\$968.67
Total Income	\$55.00	\$20.00	\$75.00
Total Expenses	\$5.00	\$25.00	\$30.00
Transfer	<u>-\$50.00</u>	<u>\$50.00</u>	<u>\$0.00</u>
<b>End Balances</b>	\$60.00	\$953.67	\$1013.67

## 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	michaed
Elder, Tim	time
Girt, Jesse	jesseg
Gunn, Eric	ericg
Joliat, Carol	carolj
Klipec, Bruce	brucek
Kramer, Cecelia	ceceliak
Krantz, Cheryl	cherylk
Lungociu, Alice	alichel
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: 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     **6:15 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](mailto:info@camug.com)

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