

---

# The Memory Map

Canton Alliance Massillon Computer Users Group



Volume 43, Issue 8

August 2023

## Next CAMUG Meeting, August 21, 2023 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 email.

### Program

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

**6:30 PM:** "Pinterest" by Jan Bredon

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

**7:05 PM Meeting:** "Creating the Memory Map" by Liz Milford. How the club newsletter is put together each month.

## "Save" or "Save As"?

**Jim Cerny, 1<sup>st</sup> VP, Education Chair, and Forums Coordinator**  
**Sarasota Technology Users Group**

<https://thestug.org/>

**jimcerny123 \*\* gmail.com**

Suppose you are editing a document in Word, and now you need to save your changes – should you use the "File" menu choice of "Save" or "Save As"? And what's the difference anyway?

My strong suggestion is to ALWAYS use "Save As."

Microsoft Word, other Microsoft apps, and many other apps may give you two ways to save your work – a quick one-click "Save" option and another called "Save As."

If you have opened an existing file (I will use a "document" file as an example) and have made some changes and then choose the "Save" option to save your changes, the changes will be saved, but your old previous version of your document will be deleted. This is because you save the document as the same file with the same name. If you realize this is what you want to do, that's fine. But using "Save As" is always better.

---

---

Here's why --

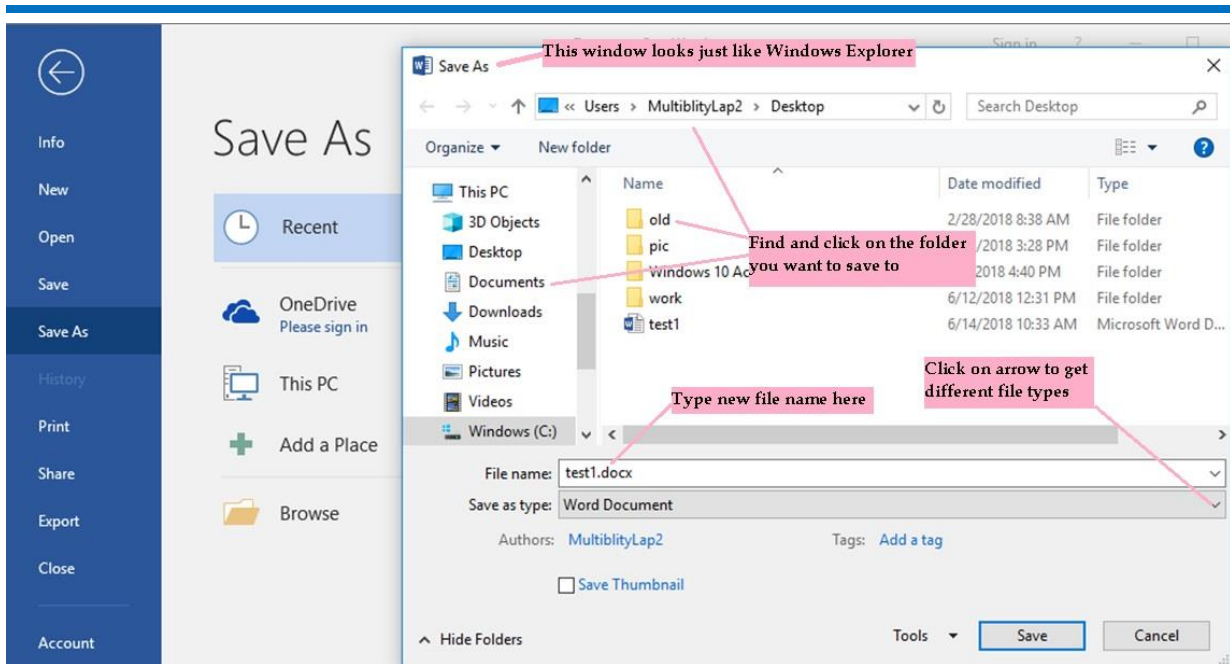
When you click "Save As" you will get many options for how you want to save your file. If you save your changed file to a different folder, you may click on that folder if you see it in that window or click on "Browse." Either way, you will open a window like Windows File Explorer. It will say "Save As" in the window's title bar at the top. The first advantage to using "Save As" is that you do not have to change anything if you don't want to – and if you choose not to change anything, "Save As" will save your changed file just like you clicked on "Save." But with "Save As," you can visually check and make sure all your save options are what you want – and if not, you can change them.

You can save your changed file to a different folder. After clicking "Save As," you are given a window with some folders (you can click on "Browse" to find any folder). The next window you see will look just like Windows File Explorer. In this window, you can find the folder where you want to save the changed file; click on it, click "Save," – and it will save it there with the same file name. The original file, without your changes, will still be in the original folder.

You can change the NAME of your file just by typing the new name in the File Name box toward the bottom of the window -- check to see that the FOLDER is where you want the file to be saved -- you can change it if you wish or keep the same folder. Your old unchanged file is still there, but your new changed file (document) is also there with the new name.

You can change the FILE TYPE of your file. At the bottom of the window, you will see the "Save as file type:" box. Hit the little arrowhead at the far right of that box to see a list of the different file types. Click on the one you want, then click "Save." You have now saved your file as that file type. Note that you do NOT have to change the text name of the file. You will have created a new file with a different name because the file type is an extension and part of the actual file name. For example, if I have a Word document file named "Letter to Sam," the file extension is ".docx." So if I open that document, make changes to it (or change nothing), and click on "Save As" at the bottom of the window, I can click on the arrowhead in the "Save as file type:" box at the right and select another file type, such as ".pdf." It will save that file in the same folder with the same file name EXCEPT it will be a ".pdf" file, not a ".docx" file type. So it will be "Letter to Sam.pdf" instead of "Letter to Sam.docx." Of course, my original file (document) is still there and unchanged.

There are more "Save As" options, and they can be different with different apps. But my advice is always to use "Save As," which allows you to check and see that everything is what you want. After all, you want to "save your as"!



Chatbots are not that unusual; Alexa, Siri, and Google assistant are common chatbots. As indicated above, a chatbot is a computer program that uses artificial intelligence and natural language processing to understand customer questions so they can automate responses to them, therefore simulating human conversation. You may have interacted with one because they are used in a lot of Customer Service applications. Chatbots help collect customer feedback; they help in order confirmation and tracking shipping; they handle refunds and exchange requests; they handle helpdesk support; and they can even help customers inside a mobile App. Chatbots are definitely here to stay, and with the incorporation of AI and Natural Language Processing, hopefully they will only improve with time and improve our interaction with automated services.

## **CAMUG July 2023 Meeting Minutes**

Because Holy Cross Lutheran Church was holding their Vacation Bible School, it was not possible to meet there; therefore, the meeting was held on Zoom using a Zoom account provided by APCUG. Dennis had sent out several email announcements about the Zoom-only meeting and Jan Bredon had stopped by the church to post a sign on the door. Dennis Smith was host and presided over the 478<sup>th</sup> meeting of CAMUG on July 17, 2023, starting at 6:00 PM with general chit-chat.

### **Computer 101:**

About 6:30 PM Carol Joliat presented “Diving Deeper into Gmail”. A summary follows.

- Gmail is stored in the cloud and can be accessed from any device that can connect to the internet.
- You can access other Google apps from the inbox.

- 
- You can access when offline to compose emails which will send automatically when you are back online.
  - You can show a list of labels all the time or only when you hover over the icon on the left side.
  - Carol demonstrated how to set up a preview page under the settings icon. She prefers not to see previews.
  - Carol showed how to print using the printer icon.
  - She discussed the difference between “To”, “CC”, and “BCC”. BCC allows you to send emails to a group and/or several people without them seeing the list of other recipients.
  - Carol showed how to schedule when to send an email by selecting any date and time.
  - She also showed how to unsend an email. You can have up to 30 seconds to cancel the email.

**Break:** There was a five-minute break.

**Regular Meeting:**



Dennis started the main meeting about 7:15. There were 8 members present. Since this is more than 15% of the membership, the meeting was declared valid. Ross Watkins was visiting. Ross is a former member from the Commodore 64 days.

Dennis reminded the group about the renewal credit of \$5 for each new member you bring in.

There was no on-time drawing.

**Program:**

The program was “Backup Software” by Dennis Smith. A summary follows:

- Dennis reviewed 27 backup programs mentioned on several lists: PC World Magazine, Software Testing Help Desk, TechJury, and Carbonite.
- For each product, he listed:
  - Software name and vendor
  - Whether a trial available is available and how long the trial lasts
  - Cost and license length
  - Number of PCs that can be backed up for that price
  - Whether any cloud space is included
  - Whether data is encrypted
  - Which Windows versions are supported
  - Any additional important information
  - Vendor’s website.

- 
- Below is a list of the products.
    - R-Drive Image 7 by r-tools technology
    - Acronis Cyber Protect Home Office 2023 Advanced by Acronis. (This was the only program on all the lists.)
    - Retrospect Solo by Retrospect
    - Perfect Backup by Perfect Backup
    - Windows File History Backup by Microsoft
    - Arcserve ShadowProtect SPX by StorageCraft
    - Macrium Reflect Free by Paramount Software UK
    - Recovery Manager Plus by Manage Engine
    - AOMEI Backupper Standard by AOMEITech
    - AOMEI Backupper Professional by AOMEITech
    - Internxt by Internxt
    - pCloud Premium by pCloud
    - pCloud Premium Plus by pCloud
    - Ashampoo Backup Pro 17 by Ashampoo
    - EaseUS Todo Backup by EaseUS
    - EaseUS Todo Backup Home by EaseUS
    - MiniTool ShadowMaker by MiniTool
    - ImperiusBackup Free by Imperius
    - iBackup by iBackup
    - Genie Timeline Home by Zoolz
    - BigMIND Starter Pack by Zoolz
    - Cobian Backup 11 (Gravity) by Cobian
    - Nova backup PC by Nova Backup
    - Zinstall FullBack by Zinstall
    - iDrive Basic by iDrive
    - iDrive Mini by iDrive
    - Backblaze by Backblaze
    - MSP360 by MSP360
    - O&O DiskImage by O&O Software
    - Paragon Backup & Recovery Free by Paragon Software Group
    - Fbackup by Softland
    - Carbonite by opentext
  - Dennis uses the 2019 version of Acronis which is the last version without an annual charge.

**Other:** There was no 50/50 raffle and there were no further questions.

**Adjournment:** Liz Milford moved to adjourn the meeting. Alice Lungociu seconded the motion. The meeting was adjourned at 8:19 PM.

Respectfully submitted,  
Liz Milford, Secretary

---

## CAMUG Board Meeting 7/25/2023

President Dennis Smith called the CAMUG Board meeting to order about 7:00 PM on Tuesday, July 25, 2023 via Zoom. Six of the seven 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		Jan Bredon	<a href="mailto:directors@camug.com">directors@camug.com</a>
Director	Present	Alice Lungociu	
Director	Present	Bruce Klipec	
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		Jan Bredon	
Membership		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		Carol Joliat	
Ways and Means		Jan Bredon	
Others Present			

### Approval of Minutes:

**July Regular Meeting:** The July Regular meeting minutes had been emailed to the Board by Liz Milford. Alice Lungociu moved to accept the July 17, 2023, Regular Meeting Minutes as emailed. Jim Albright seconded the motion, and the minutes were approved.

**June Board Meeting:** The June Board Minutes were printed in the July newsletter. Jim Albright moved to accept the June 27, 2023, Board Minutes as printed in the newsletter. Tim Elder seconded the motion, and the minutes were approved.

### Reports:

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

**Membership Report:** Carol was unable to attend but had sent a membership list to Board members. Tim Elder mentioned that he had renewed in July. Dennis said that Ross Watkins mailed a membership form and check to the club; he is rejoining the group. Dennis reminisced about Commodore 64 days when Ross was a member. We now have 24 family memberships.

---

**August meeting topic:**

**August 21<sup>st</sup> meeting will be held in-person and on Zoom.**

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

**6:30 PM:** “Pinterest” by Jan Bredon

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

**7:05 PM Meeting:** “Creating the Memory Map” by Liz Milford. How the club newsletter is put together each month.

**Business: None**

**Motion to Adjourn:**

At 8:19 PM Liz Milford moved to adjourn. Jim Albright seconded the motion, and the meeting was adjourned.

Submitted pending Board approval,  
Liz Milford, Secretary



**CAMUG Board Meeting on Zoom – July 25, 2023**

---

## 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>.

"The Memory Map" is a non-copyrighted newsletter. Permission is given to reprint the original articles as long as full credit is given to the author and source. The publication of information in this newsletter constitutes no guarantee of accuracy, and its use by readers is discretionary. Opinions expressed are those of the authors and not necessarily those of CAMUG.



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 Saturday Safaris 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>.

**Watch your email for notices about APCUG events mentioned above. Dennis Smith forwards the APCUG notices to our members. Then you can register for the event of your choice.**





## Membership

By Carol Joliat  
July 2023

Returning member: Ross Watkins

Total Family Memberships: 24



## CAMUG Monthly Summary

Tim W. Elder, Treasurer 6/19/23

	Cash	Checking	Total
<b>Start Balances</b>	\$60.00	\$601.69	\$661.69
Total Income	\$48.99	\$20.00	\$68.99
Total Expenses	\$48.99	\$0.00	\$48.99
Transfer	-\$0.00	\$0.00	\$0.00
<b>End Balances</b>	\$60.00	\$621.69	\$681.69

## CAMUG Officers

President: Dennis Smith 330-477-5893

Secretary: Liz Milford 330-620-5178

Treasurer: Tim Elder 330-875-2323

Senior. Director: Jan Bredon: 234-564-0045

Director Alice Lungociu

Director: Bruce Klipec

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
Curtis, Mitch	mithc
Dorety, Janet	janetd
Doyle, Michael	michaeld
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
Middleton, Linda	lindam
Milford, Elizabeth	elizabethm
Parker, Cherie	cheriep
Persons, Pauline	paulinep
Ponzani, Doris	dorisp
Schaefer, Gerald	geralds
Shockling, Dale	dales
Smith, Dennis	denniss
Watkins, Ross	rossw

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)