
The Memory Map

Canton Alliance Massillon Computer Users Group



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Windows 10 Apps

**By Rosita Herrick, Forum Leader,
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March 2018 issue, STUGMonitor
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Windows 10 was released officially almost 3 years ago, and most users upgraded directly from Windows 7, bypassing Windows 8 and 8.1. One of the new additions to the operating system are the Microsoft apps (short for applications). Apps are short programs that perform a specific task, are easy to install and uninstall and usually do not use many resources.

Apps are usually distributed with the operating system or can be downloaded from the Microsoft Store.

You can see all the programs available on your PC by displaying the All Programs option available on the start screen. Just click on the Windows Icon on the lower left corner of your monitor. If the list is not displayed, click on the All Apps icon



Here is a sample of the list when displayed:



Personally, I just enter the name of the app in the Status bar search box



The apps I use quite a bit are as follows:

Money, Weather, News, Sports, Calculator, and Maps. They are easy to use and are fast. Here are common features of all the apps:

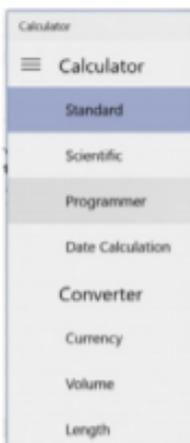
When clicking on the three lines icon, the title of each icon is displayed.

The search box on the right top enables you to search for relevant items; such as, a different city for the weather app, a specific sport team in the sport app or a company name or stock symbol.

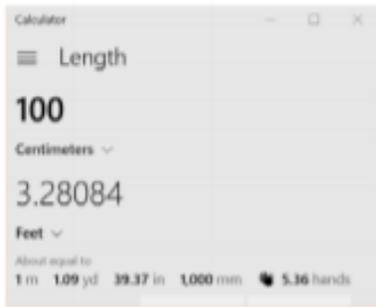
When using the Maps app, the user can enter an address to see the map or click on the Directions icon to display the boxes for the starting point and the destination.



The Calculator app, in addition to the standard option, can be used to convert currency, temperature, area, speed, volume, etc. As in other apps, click on the menu icon to get different options.



Here is an example of Length option to convert 100 Centimeters to Feet



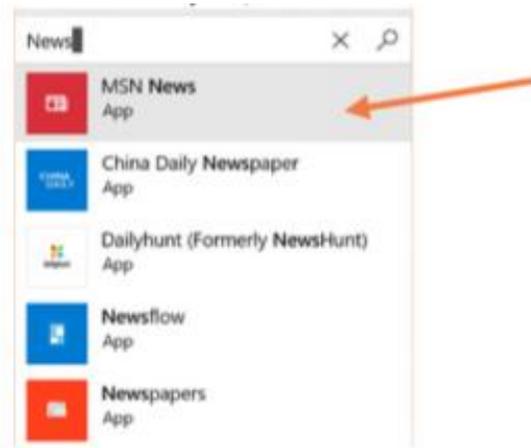
The best way to learn how to use the apps is to play with them and try different things. Also, the URL below has links to help for different apps.

<https://support.microsoft.com/en-us/products/windows?os=windows-10>

All the apps are available in the Microsoft Store. If you cannot find an app on your computer, click on the Store icon displayed on the Taskbar and type the name of the app in the search box.



For example, to find the News app, I typed News in the search box and here is the result:



The Microsoft app will be on top as MSN News. Click on the link, and if it is already on you PC, you will get the following message:

(Continued on next page)



If it is not on your PC, the message will look like this:



Click on the Get box and the app will be installed.

How I Became a Published Author

**By Nancy DeMarte, 1st Vice President, Sarasota Technology Users
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April 2018 issue, STUGMonitor

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An old adage says that we all have at least one book inside us. It might be our memoirs, a travelogue, a mystery novel, a biography, or one of dozens of genres.

I had a book just waiting to emerge for years until I couldn't stand it anymore. My grandmother, who died in 1971, had left me her diaries, which she had kept for almost 70 years. As I read through them, I realized how much my extended family would enjoy reading about her life. So, over a period of several years, I read and took notes from the diaries. Then I drafted a book in MS Word which enhanced some of her most memorable experiences. When I finished, I began to search for a place to get my little book published. That's when I ran into some unexpected results.

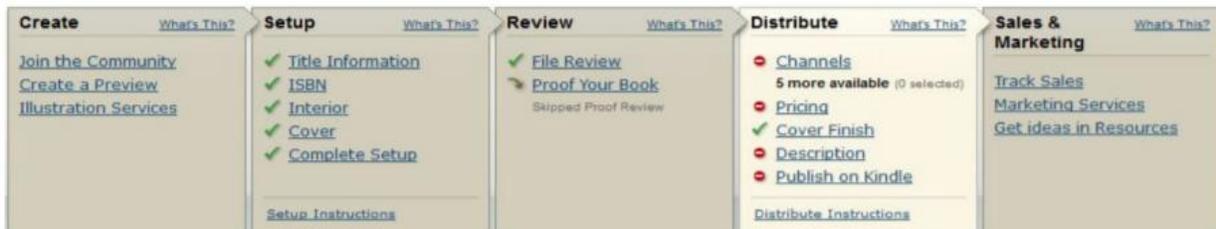
My search for local storefront publishers came up with few choices, so I tried the Internet. I first found several large companies who had slick websites and lots of promotions. When I contacted one of them, I got offers and promises, but not much information about how the process worked or how much it would cost. When I finally did get a cost estimate, I found it to be unreasonable. The company bombarded me with emails and phone calls until I had to demand that they stop harassing me. I was discouraged.

Then a friend told me about the self-publishing websites that have sprung up in the last decade. I searched “self-publishing” on the web and found several sites. These companies offer support and useful tools, but the author does most of the work. I explored three sites, looking for the one that had the most useful tools for me, like a template for laying out the book, cover designs, and good customer support.



Eventually, I was drawn to one company called CreateSpace that offered a logical set of steps in the publishing process, a library of reference articles about each stage of the process, and support through email and phone. This site would not only publish my book, but also help me set up a marketing plan to sell copies or buy copies myself, which is what I wanted to do. The whole

process was divided into clearly-defined stages with steps that had to be completed before moving on to the next stage. The first step was saving my Word document as a .PDF file and uploading it to the website. The next stage was getting it into the required book format. I copied the entire book into a 6”x 9” book template provided by CreateSpace. During the process, I made a few content changes – adding or deleting a sentence, slipping in a new chapter heading, and so on. I also chose a cover design



from their gallery, although I could have created my own, and added photos. The final stage involved careful reviewing and proofreading of the book. CreateSpace provided a Reviewer tool that let me see a virtual copy of my book online. I could turn pages and make corrections as I went through the book. This stage took the most time but helped ensure good results.

A few times during the process, I contacted the site via email with a question and got a phone call back the next day. As a first-time user, I appreciated the patience and knowledge of the phone supporters.

When I had completed all the steps, I received a proof copy of the actual book in the mail for me to approve before any further copies were printed. This helpful step let me see how my text and photos looked in a finished product. Even this final proof copy required me to read it through twice to check the placement of photos, page numbers, etc. I also had my husband, who had not read the book before, read it and give me his feedback.

Up to this point, the only cost I had incurred was about \$14.00 for shipping the proof copy. Once I gave the final approval and was ready to order more copies, the publisher quoted me a price. Since my book was a paperback with only 145 pages and in black and white, my cost per book was very low. I ordered 35 copies for \$116.00 and can order more or put them up for sale any time in the future. Besides books, CreateSpace also helps people market their original music or films.



For me, CreateSpace has been the perfect choice. But two other companies that I explored prior to CreateSpace also might be good options. A friend had an excellent experience with Blurb.com. He wanted a very large, hard cover book that was primarily colored photos. He said that Blurb offered many support options while letting him lay out the photos and format the pages. Another site called DiggyPOD.com is somewhat like CreateSpace in that it offers support to authors and tools to help at each stage. For example, they sent me a free copy of a paperback which not only contained Q&As about their process, but also gave me a hands-on copy of their product. They will also provide upfront cost estimates.



I'm certain there are many other good self-publishing companies on the web besides those I found. Maybe it's time to let your inner book take shape. If you are fairly skilled in Microsoft Word, you have a head start. Take a look at self-publishing. You might become a published author

Next CAMUG Meeting, July 16
6 PM Computer 101 Demonstration of *WhatsApp*, by Carol Joliat.
7 PM –The first CAMUG *Member Round Table* – a time for members to share and ask questions

CAMUG June 2018 Meeting Minutes

Around 6:20 PM Carol Joliat presented “Hoopla and Libby for borrowing eBooks, audio books and video – all for free.”

Carol showed a YouTube video about Libby, an app for Windows 10, IOS, or Android that can be used to download eBooks and audiobooks from a library. In the app, you must first find your library and add your library card number. The app shows books available at your library and can be searched. It also shows Loans, Holds, Tags, and Activity. Books can be borrowed to read within the Libby app or with Kindle. The borrowed materials are returned automatically at the end of the borrowing period or they can be returned early.

Carol then showed a shorter video about Hoopla which allows you to get movies, TV shows, music, audiobooks, eBooks, and comics. First create a Hoopla account and then select your library and enter the library card number. The sample library has a monthly limit of 10 items borrowed. Books can be borrowed for longer than movies. There are no holds, no fines, and the material can be streamed if you have an internet connection or downloaded for use when you have no Internet connection. You can use the hoopladigital.com website on a computer or the hoopla app for IOS, Android, and Kindle Fire. Items are returned automatically.

REGULAR MEETING ...



President Dennis Smith called the 418th meeting of CAMUG to order at 7:07 PM on Monday June 18, 2018, at Holy Cross Lutheran Church. There were 16 member families present. Since that is more than 15% of the membership, the meeting was declared valid.

The On-Time Drawing: The total number of family members is 30 and members are assigned numbers sequentially from 0 to 30 alphabetically. The first two people whose names were drawn (#27 Doris Ponzani and #19 David Kranz) were not present. On the third draw, #29, Dennis Smith was selected. Dennis was present, was wearing his badge, and was awarded the prize.

There were no visitors. Dennis introduced board members and asked members to give suggestions for future meeting topics to any board member. He also reminded members that they get a renewal credit of \$5 for each new member they bring in.

Program: Dennis Smith showed a video from the APCUG Winter Virtual Technology Conference which was held on February 10, 2010. On the video, Abby Stokes presented “How to Navigate Facebook, Twitter, LinkedIn, and Instagram.” Abby wrote the book *Is This Thing On?* and has a website, AskAbbyStokes.com, which contains much valuable information.

Abby’s first rule for using social media is the Front Door test. Any time you post something on social media, ask yourself whether you would feel comfortable putting it on the outside of the front door of your home.

All four kinds of social media require a login and password. Each one can be used from a web page on a computer or by using the corresponding app on a phone, tablet, etc. About 85% of people use the apps on tablets or phones.

On Facebook, you have friends but need to remember you don’t need to share everything.

On Twitter, you follow someone, or they follow you. You can use your real name or a made-up one. Twitter uses the @ sign before your Twitter handle and the hashtag (#) before a topic.

LinkedIn is used primarily by people still in the workforce or looking for employment or those retired who want to follow people they know. LinkedIn has connections, not friends or followers.

Instagram is popular with younger people and is less about talk and more about images.

If you share information on social media, be sure that it is true.

Raffle Drawing: Lila Chapman won the first prize and chose the money. She then won the next two times but declined another prize. Finally, Bruce Klipec won the prize and chose a Bluetooth outdoor speaker. Dennis also gave new CAMUG pens and CAMUG bags, from an APCUG conference years ago, to those who hadn’t received them.

Q&A: Tim Elder asked about an annoying message on Facebook suggesting that you get more friends. Bruce Klipec wondered if you send something to a friend on Facebook whether you can prevent them from sending it on. Jan Bredon showed how he uses the Marketplace section of Facebook to buy items. Dennis Smith noted that when photos are posted on social media, they contain GPS coordinates. Tim Elder’s son posted a video and slide show on YouTube and he wanted to download it. Dennis answered that most software for that contains crapware. Robert Hirst asked whether Avast works with current updates of Windows 10; Dennis replied that it had problems for a few days after the last big update but works fine now.

At 8:46 PM Tim Elder moved to adjourn the meeting, Jim Albright seconded the motion, and the meeting was adjourned.

Respectfully submitted,
Liz Milford, Secretary



Thanks to Jan Bredon for the photo of the meeting.



What am I?

I go on lots of vacations.
I can be good or bad.
I am dedicated.
I'm bound to be seen.
I can be old, new, borrowed, or blue.
I'm full of words but never talk.

Answer on page 11



CAMUG Board Meeting Minutes 6/25/2018

CAMUG Board Meeting Minutes...

President Dennis Smith called the June 25, 2018, Board meeting of CAMUG to order at 7:00 PM at Panera Bread on “The Strip” in North Canton. There were 6 of the 7 Board members 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	Jan Bredon	
Director		Bernie Newsome	
Director at Large	Present	Morris Dingman	
Web Page		Michael Charney	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 and Madeline Burkes	
Attending Club Members			

Review June Club Meeting Minutes:

Tim Elder moved to accept the June Meeting Minutes as printed. Carol Joliat seconded the motion. The Club Meeting Minutes were approved unanimously.

Review the May Board Meeting Minutes:

Carol Joliat moved to accept the Board Meeting Minutes as published in the Newsletter. Tim Elder seconded the motion. The Board Meeting Minutes were approved unanimously.

Review June Club Treasurer’s Report:

Liz Milford moved to accept the Treasurer’s Report. Carol Joliat seconded the motion. The Treasurer’s Report was approved.

Membership Report:

There are currently 30 Member Families. Jim Albright and Kathleen Casey renewed in June.

Discussion July 16th 6 PM 101 Meeting Topic:

Carol Joliat will demonstrate *WhatsApp*, an app she uses to chat and share files with her family.

Discussion July 16th 7 PM Regular Meeting Topic:

The program, suggested by Jan Bredon, will be a Member Roundtable.

Old Business: None

New Business: None

Motion to Adjourn:

At 7:55 PM Jan Bredon moved to adjourn, Morris Dingman 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.

Monthly meetings are held the third Monday of the month at Holy Cross Lutheran Church, 7707 Market Ave. N in North Canton, Ohio. Computer 101 begins at 6:00 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 Monday of the month at 7:00 PM at Panera Bread on The Strip. Members are encouraged to attend the board meeting although only board members can vote.

The club mailing address is CAMUG, PO BOX 80192, Canton, OH 44708, and the website is <http://www.camug.com>.

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CAMUG is a member of the Association of Personal Computer User Groups (APCUG) which is a worldwide organization that helps groups devoted to the world of technology by facilitating communications between member groups and industry.

(Answer to *What Am I* on page 9 is a book.)

Membership Report

June 2018

by Carol Joliat



Total Family Memberships – 30
Renewals: Kathleen Casey & Jim Albright



CAMUG Monthly Summary

Tim W. Elder, Treasurer 6/18/18

	Cash	Checking	Total
Start Balances	\$60.00	\$1,898.20	\$1,958.20
Total Income	\$38.50	\$20.00	\$58.50
Total Expenses	\$5.00	\$25.00	\$30.00
Transfer	<u>-\$33.50</u>	<u>33.50</u>	<u>\$0.00</u>
End Balances	\$60.00	\$1,926.70	\$1,986.70

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: Jan Bredon 234-564-0045
Director: Bernie Newsome 330-232-5083
Director at Large: Morris Dingman
330-877-1479

Membership: Carol Joliat
Asst. Membership: Alice Lungociu
Web Page: Mike Charney 330-833-0329
Newsletter: Liz Milford 330-896-4284
Tim Elder 330-875-2323
Computer 101: Carol Joliat
Ways and Means: Jan Bredon
Madeline Burkes

List of Members

Name	E-Mail
Albright, Jim	jima
Bredon, Jan	janb
Brugger, Bruce	bruceb
Burkes, Madeline	madelineb
Casey, Kathleen	kathleenc
Chapman, Lila	lilac
Charney, Michael	michaelc
Conley, Rose	rosec
Crawford, James W.	jimc
Dingman, Morris	morrisd
Elder, Tim	time
Hirst, Gina	ginah
Hirst, Robert	roberth
Joliat, Carol	carolj
Klipec, Bruce	brucek
Kramer, Cecelia	ceceliak
Kramer, Pat	patk
Krantz, David	davidk
Kravos, Mary Ann	maryannk
Lungociu, Alice	alicel
McCoy, Myra	myram
Meiser, Ann	annm
Milford, Elizabeth	elizabethm
Newsome, Bernard	bernardn
Noyd, Hal	haln
Parker, Cherie	cheriep
Ponzani, Doris	dorisp
Schaefer, Gerald	Geralds
Sell, Tom	toms
Smith, Dennis	denniss
Trompower, Gary	garyt

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

Visit our Home Page

<http://www.camug.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

Time: 6pm Computer 101 (Less Advanced)
7pm Main Meeting

Ongoing topics include:

Computers	Tablets	Digital photography
Smart phones	eBooks	Toys & Gadgets

www.camug.com