
The Memory Map

Canton Alliance Massillon Computer Users Group



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Six Little Word Problems and their Solutions

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL

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1. You print a multi-page Word document and get an unexpected blank page at the end of the document. Because it has a footer, you won't be able to use that sheet for anything except scrap paper.

Solution: Before you click Print, press the Show/Hide key on the Home tab > Paragraph group and scroll or press the Ctrl+End keys to get to the end of the document. You will see one or more paragraph icons on the last blank page. Select them and press Delete. Then save the document to avoid the blank page in future printings.



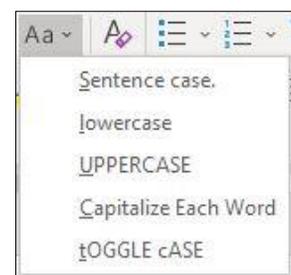
2. You open a document and find you have to squint to see the small type.

Solution: Go to the Zoom slider at the bottom right of the screen and click the + sign a few times until the document text is large enough to be comfortable for your eyes. This will not affect the text size when printed.



3. You are just about done typing a Word document and notice that all the text in the last couple of sentences is in upper case. You had pressed the Caps Lock key on the keyboard accidentally.

Solution: First select the text you want to reformat. Then click the Change Case tool (Aa) on the Home tab > Font group. Click the case pattern you want from the list, which in this situation is probably "Sentence case."



4. Sometimes you forget what version of Windows you have on your computer. "Version" includes the operating system (Windows 7, 8.1, or 10) and the Windows

update version number, such as the recent update, 1803. But you're not sure how to find the answer.

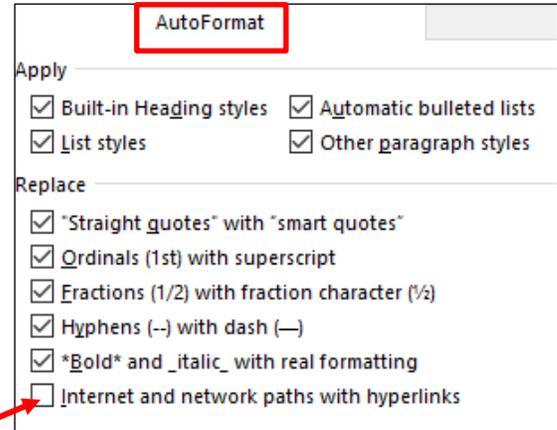
Solution: To find the version of your Windows operating system, type in the Search box at the bottom left of the taskbar the word **winver**. Then click the winver run command to see your computer's details



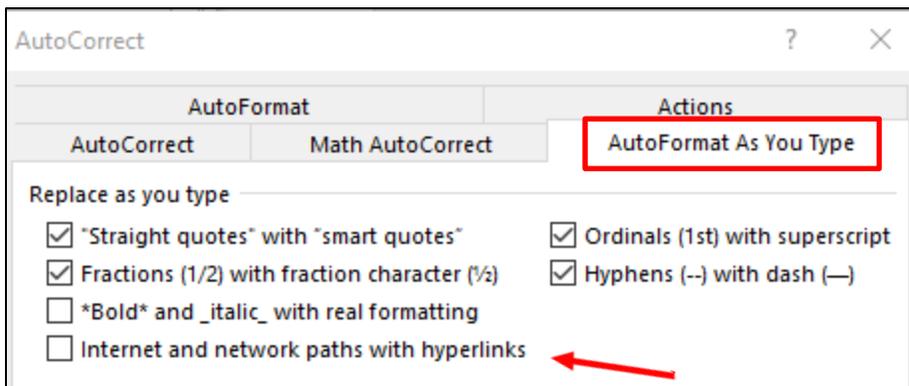
5. When you enter an email or web address in a document, by default Word automatically adds a hyperlink to the address. You can identify a hyperlink by its blue text and underline. Many times, you don't want the hyperlink included.

Solution: There is a way to change the setting to stop the automatic hyperlink from being added.

Click the File tab (top left of the ribbon), then click Options (last item on the menu). Click Proofing > AutoCorrect options > Autoformat and uncheck the last item on the Replace list, "Internet and network paths with hyperlinks," then click OK.



Just to be safe, also click "Auto Format As You Type" and uncheck the same box there, followed by OK.



While you are in the Word AutoCorrect area, check to see if you are being bothered by any other automatic action. If so, uncheck it and click OK.

If you change your mind, return to this screen and re-check the boxes.

6. You have typed a long list of items, such as book titles, taking up several pages of a Word document. Each title is on a separate line. You would like to find out how many items there are in the list, but counting them would be tedious.

Solution: Select the entire list using Ctrl+A. Then on the Home tab - Paragraph group, click the numbering tool (top row, second from left) to place a number in front of each item. Then press Ctrl+End to jump to the end of the list, where you can view the last number. If you wish, then press Ctrl+Z or Undo to remove the numbering.

Next CAMUG Meeting, March 18

6 PM SIG: "Password Managers" by Mike Charney including the VTC presentation from February 9th.

7 PM Regular meeting: VTC presentations from February 9th: "Microsoft Security Center for Windows 10" and "New Privacy Updates for Windows 10"

CAMUG February 2019 Meeting Minutes

Shortly after 6 PM, Dennis Smith presented general information about genealogy.

- *Genealogy is defined as family history.*
- *Decide how to record documentation: notebooks, folders, or paperless*
- *Always include the city, county, state, country separated by commas and use standard date formats.*
- Resources include Stark Library (online and in library), family records, www.findagrave.com, obituaries, interviews with family members.
- Know the difference between primary sources and secondary sources and between original and derivative sources.

Regular Meeting



President Dennis Smith called the 426th meeting of CAMUG to order at 7:14 PM on Monday, February 18, 2019, at Holy Cross Lutheran Church. There were 11 members present representing 9 family memberships. Since that is more than 15% of the membership, the meeting was declared valid. Arne Diehl and Gary Hahn were visiting; Gary joined our club.

The "On Time Drawing" was held. On the first draw, #13 for Carol Joliat was selected. Carol was present, was wearing her badge, and was awarded the On-Time Drawing prize.

Dennis recognized the board members. He reminded members of the renewal credit of \$5.00 for each new member brought in. Dennis asked members to suggest topics for meetings.

Program: Bruce Klipec presented more information about genealogy.

- DNA tests can help with tracing families. Sources include ancestry.com, 23andme.com, My Heritage, Living DNA, and others. Ancestry.com can give shared ancestor hints, suggested cousins, etc.
- There are several ways to show family trees:
 - Manually from records. This is messy and difficult beyond four generations.
 - Online at ancestry.com and others. This is better for beyond four generations and can be a source of records and information. Ancestry.com has a fee. FamilySearch.org is free.
 - On a computer with programs like Family Tree Maker, Legacy Family Tree, Family Heritage, and others.
- Information can be transferred between programs, individuals, and on-line using a GEDCOM file.
- Bruce has a subscription to ancestry.com and has a large family tree there. He also uses the program Family Tree Maker on his computers by importing information from ancestry.com. In that way the information is synchronized and backed up. In addition, he periodically creates a GEDCOM file of his data.
- Dennis uses the Legacy Family Tree program on his computer and gets information from various sources including ancestry.com at the Stark County Library.
- Mike Charney said he will post both presentation files on the club web site.

In the middle of the above presentation, the group took a break, and the 50/50 drawing was held. Because less than \$20 was collected, the only prize was the money. Jan Bredon had the winning ticket.

Liz Milford moved to close the meeting. Bruce Klipec seconded the motion. The meeting was adjourned at 9:01 PM.

Submitted pending Board approval,

Liz Milford, Secretary



CAMUG Board Meeting Minutes 2/25/19

CAMUG Board Meeting Minutes...

President Dennis Smith called the February 25, 2019, Board meeting of CAMUG to order at 7:00 PM at Panera Bread on The Strip in North Canton. All 7 of the 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	Jan Bredon	directors@camug.com
Director	Present	Bernie Newsome	
Director	Present	Michael Charney	
Director at Large	Present	Carol Joliat	
Web Page	Present	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	

Review the February Club Meeting Minutes:

Jan Bredon moved to accept the February Regular Meeting Minutes as distributed at the meeting with a minor grammatical correction. Tim Elder seconded the motion, and the minutes were approved.

Review the January Board Meeting Minutes:

Mike Charney moved to accept the January Board Meeting Minutes as published in the newsletter. Carol Joliat seconded the motion, and the minutes were approved.

Review February Club Treasurer's Report:

Liz Milford moved to accept the Treasurer's Report as emailed. Bernie Newsome seconded the motion, and the report was approved.

Membership Report:

Carol Joliat reported that there are currently 29 member families. Five people renewed: Alice Lungociu, Jan Bredon, Mike Charney, Gerald Schaefer, and Carol Joliat. Gary Hahn joined at the regular February Club Meeting.

Discussion March 18th Meeting

6 PM Sig: "Password Managers" by Mike Charney including the VTC presentation from February 9th.

7 PM Regular meeting: VTC presentations from February 9th: "Microsoft Security Center for Windows 10" and "New Privacy Updates for Windows 10"

Old Business:

The group discussed ways to publicize the club.

New Business:

The group discussed changing the web hosting for our club website. No action was taken. Mike Charney and Jan Bredon will do further research.

Motion to Adjourn:

At 8:00 PM Jan Bredon moved to adjourn. Carol Joliat 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 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.

Membership Report

February 2018

by Carol Joliat



Total Family Memberships – 29
Renewals: Alice Lungociu, Jan Bredon,
Mike Charney, Gerald Schaefer, and Carol
Joliat



CAMUG Monthly Summary

Tim W. Elder, Treasurer 2/18/19

	Cash	Checking	Total
Start Balances	\$55.00	\$1381.55	\$1436.55
Total Income	\$52.00	\$80.00	\$132.00
Total Expenses	\$5.00	\$50.00	\$55.00
Transfer	<u>-\$42.00</u>	<u>\$42.00</u>	<u>\$0.00</u>
End Balances	\$60.00	\$1453.55	\$1513.55

CAMUG Officers

President: Dennis Smith 330-477-5893

Secretary: Liz Milford 330-896-4284

Treasurer: Tim Elder 330-875-2323

Senior. Director: Jan Bredon

234-564-0045

Director: Bernie Newsome 330-232-5083

Director: Mike Charney 330-833-0329

Director at Large: Carol Joliat

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