
The Memory Map

Canton Alliance Massillon Computer Users Group



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Don't ever share your password or pin #

By Jerry Heaton, Editor, Central Kentucky Computer Society

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The importance of protecting your personal information has been stressed time and again. Yet we still hear of occasions where someone has fallen for a scam which has cost them money, time and much aggravation.

I would like to think no one in our group has fallen for a scam of any type that cost them money. But I would almost bet someone I know has become a victim. I don't know it and probably never will because victims don't like to admit their stupidity – maybe that is a harsh word let's just say for being such a 'soft touch,'

Most people become victims only when they believe some one person convinces them they have a great chance to make some easy money or perhaps save them a lot of money.

I offer only a few rules which you should follow to keep from becoming a scam victim.

1. Don't answer or linger on the phone with a caller you don't know – even if they are from your own area code. Scammers and hackers can be anywhere in the world and still use you home area code.
2. If your phone rings once and then hangs up. DO NOT call back thinking the call was important and just got dropped. It could be their intent is to get you on the line and involve you in a lengthy conversation with the goal to keep you online as long as possible. There are area codes in the Caribbean that charge many dollars per minute which can be added to your phone bill.
3. If your phone rings and your caller ID shows someone you don't know – don't answer the call. If you decide to answer the call and don't recognize the voice – hang up

Should you decide to ignore the above suggestion, and answer a call – more rules:

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1. Don't trust anyone who calls with a great deal for you, which seems almost too good to be true – it likely is too good to be true.
 2. Never ever give anyone your password – no one needs to know that but you.
 3. Never ever give anyone your pin number – no one needs to know that but you.
 4. Never ever give anyone your banking information – no one needs to know that but you.

All this discussion came to mind as a CKCS board of directors member Jan Landers sent me the follow scam notice to put in the newsletter this month. It credits no individual or location, nor does it identify the author. The scam though is new to me and seems plausible. Just remember, this story may be new and true, or maybe not, It begins:

Alert your family and friends. Just when you thought you'd heard it all. Beware of people bearing gifts.

The following is a recount of the incident from the victim:

Wednesday a week ago, I had a phone call from someone saying that he was from some outfit called: "Express Couriers," (The name could be any courier company.) He asked if I was going to be home because there was a package for me that required a signature.

The caller said that the delivery would arrive at my home in roughly an hour. Sure enough, about an hour later, a uniformed delivery man turned up with a beautiful basket of flowers and a bottle of wine.

I was very surprised since there was no special occasion or holiday, and I certainly didn't expect anything like it. Intrigued, I inquired as to who the sender was.

The courier replied, "I don't know, I'm only delivering the package."

Apparently, a greeting card was being sent separately. (The card has never arrived!) There was also a consignment note with the gift.

He then went on to explain that because the gift contained alcohol, there was a \$3.50 "delivery/verification charge," providing proof that he had actually delivered the package to an adult (of legal drinking age), and not just left it on the doorstep where it could be stolen or taken by anyone, especially a minor.

This sounded logical and I offered to pay him cash. He then said that the delivery company required payment to be by credit or debit card only, so that everything is properly accounted for, and this would help in keeping a legal record of the transaction.

He added, "Couriers don't carry cash to avoid loss or be targets for robbery."

My husband, who by this time was standing beside me, pulled out his credit card, and the "delivery man," asked him to swipe the card on a small mobile card machine with a small screen and keypad.

Frank, my husband, was asked to enter his PIN number and a receipt was printed out. He was given a copy of the transaction.

The guy said everything was in order and wished us good day.

To our horrible surprise, between Thursday and the following Monday, \$4,000 had been charged/withdrawn from our credit/debit account at various ATM machines.

Apparently the "mobile credit card machine," which the deliveryman carried now had all the info necessary to create a "dummy" card with all our card details including the PIN number.

Upon finding out about the illegal transactions on our card, we immediately notified the bank which issued us a new card, and our credit/debit account was closed.

We also personally went to the police, where it was confirmed that it is definitely a scam because several households had been similarly hit.

WARNING: Be wary of accepting any "surprise gift or package," which you neither expected nor personally ordered, especially if it involves any kind of payment as a condition of receiving the gift or package. Also, never accept anything if you do not personally know or there is no proper identification of who the sender is.

Jan, the board member who sent me this added this comment, "Above all, the only time you should give out any personal credit/debit card information is when you yourself initiate the purchase or transaction!"

No doubt you might think of another rule or two that should be added to this list to protect ourselves.

Next CAMUG Meeting, May 20

6 PM SIG: "Shortcuts" by Carol Joliat

7 PM Regular meeting: "Using Google For More Than Searching" by board members moderated by Dennis Smith

CAMUG April 2019 Meeting Minutes

Shortly after 6 PM, Dennis Smith called the SIG Meeting to order. Tonight's topic was how to create a PowerPoint presented by Michael Charney. Mike uses PowerPoint from his Office 365 Suite. (His children being in school, he gets MS Office inexpensively.) Office 365 installs on the computer (here a laptop) and is not a cloud based system.

Starting with a blank presentation, immediately select File, Save As, CAMUG_Meeting.ppt for the file name, and select the file location.

- Before beginning to build your presentation, you should already have a good idea what you want to present, a general outline of the topic, sequence, and the name and locations of any pictures or graphics that you want to include.
- Set the title and, if applicable, the subtitle on the first slide.
- Right-click to bring up the menu and select New Slide:
 - On the new slide, you will see quick buttons for adding pictures, etc.:
 - Add a picture, locate source, select, add
 - Once inserted you can drag the picture or resize it
 - You can add text boxes to the slide and add your text to them.
 - To delete, click on the edge of the box to select, and then click delete.
- GreenShot is a screen capture that Mike recommends for collecting screen images. It is available on Ninite. You can save multiple screens with it at the same time.
- To Save your work hit F12, or Ctrl<s>, to Save As
- Similarly, you can use Google Slides to prepare presentations.
 - Requires a Gmail login
 - Mike selected a preformatted slide and tried to edit. He had difficulty formatting the slide.
 - Mike discussed Templates vs Themes.
 - Mike discussed/demonstrated transitions

At 6:55 PM, the SIG Meeting took a break before the Regular Meeting.

Regular Meeting



President Dennis Smith called the 428th meeting of CAMUG to order shortly after 7 PM on Monday, April 15, 2019, at Holy Cross Lutheran Church. There were thirteen member families present. Since that is more than 15% of the membership, the meeting was declared valid. There was one visitor family at tonight's meeting, specifically Stephen Brown and his wife Judith.

There were 2 renewals, Cecelia Kramer and Morris Dingman.

The "On Time Drawing" was held. On the first draw, #5 Kathleen Casey (not present), next #17 Cecelia Kramer (not present), next #4 Hal Noyd (not present), next #3 Bruce Brugger who was both present and wearing his badge. Bruce was awarded the on time prize.

Dennis mentioned the passing of club member Jim Crawford. Dennis mentioned that Jim besides being a very nice guy, was a past Treasurer for the Club and also managed the Membership duties. Jim will be missed.

Since the Browns were the only visitors Dennis did not introduce the Club Leadership.

Dennis reminded everyone of the \$5 credit for new members.

Tonight's program is Advanced PowerPoint with Audio and Timed transitions by Michael Charney. Mike reviewed a little from the 6PM SIG presentation and used the file created there to add sound and the timed transitions.

- Mike recommends some type of enhanced microphone be used for the audio recordings. The microphone built into the laptop can make some poor quality recordings. External microphones or headphones with a built-in microphone recommended.
- Test it before you use it. Open the microphone properties and set the levels to find a good balance. Open Voice Recorder and make a test recording to sample the quality.
- You can pre-record your audio in programs like Audacity or you can do it within PowerPoint. Again, use a good microphone.
- Google "Add audio to PowerPoint," and you will get YouTube examples and links to articles.

In PowerPoint Select Media from the menu> audio> record. You will be given a pop-up control. Make a recording and watch the time. The time will be important when you set your automatic transition between slides. Once your recording is complete, you will see a speaker image on your slide. This image can be hidden.

Select Playback option, start automatically, set duration, set delay.

Record a second sound recording, set playback options for each recording, and set delays for each screen transition. Mike experimented with different delays, durations, and transitions. Use the animation pane to edit the audio.

With no further questions on PowerPoint Mike looked at the working and non-working parts of the club web site.

The recommendation was made not to change the date of next meeting until after that day's meeting so that you can check the site to see if there is a meeting today rather than rolling to the next month the morning of the meeting.

Shortly after 8:25 PM, we broke for purchase of raffle tickets and refreshments prepared by Carol Joliat.

Beginning again at about 8:30 PM, Dennis read a timeline from a 1989 CAMUG Newsletter that called out Loren Hines as the first President, and club membership topping 100 with meeting attendance at 82. Computer hardware introduction dates were listed for Commodore, IBM, and Apple along with many nostalgic highlights.

The 50/50 drawing was held. Because less than \$20 was collected, a ticket for only the cash prize was selected. First Ticket, 2710, belonged to Carol Joliat who was awarded the cash prize. Alice, who had won the prize raffle from last month but was not present then, chose the LED light as her prize from that drawing.

Mike then experimented with a Raspberry Pi 3 for Dennis.

There was some discussion regarding MS updates and version 1903

Mike Charney moved to close the meeting. Bruce Klipec seconded the motion. The meeting was adjourned at 8:55 PM.

Submitted pending Board approval,

Jan Bredon, Board Member



Mike Charney presenting program about PowerPoint at April 15th Meeting

CAMUG Board Meeting Minutes 4/22/19

CAMUG Board Meeting Minutes...

President Dennis Smith called the April 22, 2019, Board meeting of CAMUG to order at 7:04 PM at Panera Bread on The Strip in North Canton. 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	Jan Bredon	directors@camug.com
Director	Present	Bernie Newsome	
Director	Present	Michael Charney	
Director at Large	Present	Carol Joliat	
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	

Review the April Club Meeting Minutes:

Bernie Newsome moved to accept the detailed April Regular Meeting Minutes, written by Jan Bredon, as distributed. Tim Elder seconded the motion, and the minutes were approved.

Review the March Board Meeting Minutes:

Jan Bredon moved to accept the March Board Meeting Minutes as published in the newsletter. Tim Elder seconded the motion, and the minutes were approved.

Review March Club Treasurer's Report:

Carol Joliat 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 27 member families. Cecelia Kramer and Morris Dingman renewed at the regular meeting. Carol has sent email reminders to those whose dues are late.

Discussion May 20th Meeting:

6 PM SIG: "Shortcuts" by Carol Joliat

7 PM Regular meeting: "Using Google For More Than Searching" by Board members moderated by Dennis Smith.

Old Business:

- Alice Lungociu has completed the audit of the financial records and found everything in exemplary order.
- Dennis mentioned that the Windows 10 1903 update may be generally available near the end of May.
- There is another APCUG VTC (Virtual Technology Conference) coming up on May 4th. Dennis has sent an email about it to all members.

New Business:

Meeting Agendas: Dennis will now email the meeting agendas to all members instead of printing them out.

Motion to Adjourn:

At 8:05 PM Carol Joliat moved to adjourn, Liz Milford seconded the motion, and the meeting was adjourned.

Submitted pending Board approval,
Liz Milford, Secretary

Lines from Liz

By Liz Milford

First, I am sorry to have to announce that long-time member Ann Meiser died April 25, 2019. She will be missed.

On a brighter note, I want to thank Jan Bredon for taking minutes for the last two regular meetings. His minutes are very complete and accurate! In March, I was visiting Texas to help while my daughter-in-law had surgery. She did well and it was a wonderful opportunity to see the family. In April, my sister Susan and I travelled to Phoenix to visit our third sister, Nancy. We hadn't seen her since 2012. We had a very fun trip including water exercise on Saturday morning at the Y in their outdoor pool! I also introduced them to my favorite game, Word Cookies.

I have finally updated the List of Members on page 10 of this newsletter. Please let me know of any corrections that need to be made. We are always looking for new members. Are any of your friends interested?

On Saturday, May 4th, I watched the APCUG Virtual Technology Conference. APCUG holds several of these each year and they are about many interesting topics. CAMUG always receives an email notice about them, and Dennis forwards it to all our members. One presentation that I particularly liked this time was presented by Chris and Jim Guld. Their web site is www.GeeksOnTour.com/. Their presentation was called, "Google Photos: 7 favorite features." These included: Editing, All your photos in

one place and searchable from any device, Shared Library – automatically save a partner's photos of you, Shared Albums, Make Movies, Google Lens for reading business cards, and how to Navigate to a Photo's Location. The pdf files of all the presentations can be found at <https://apcug2.org/>. Soon the videos will be uploaded to APCUG's YouTube channel. You might want to subscribe to the channel: www.youtube.com/apcugvideos.

At our meeting this month, Carol Joliat will show some shortcuts at 6 PM. The 7 PM regular meeting will feature things you can do with Google in addition to searching. Board members will be discussing their favorite things about Google. Anyone else is welcome to add information too. I hope to see you there on May 20th. And think about bringing a neighbor!

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

April 2019

by Carol Joliat



Total Family Memberships – 27
Renewals: Morris Dingman
and Cecelia Kramer



CAMUG Monthly Summary

Tim W. Elder, Treasurer 4/15/19

	Cash	Checking	Total
Start Balances	\$60.00	\$1486.55	\$1546.55
Total Income	\$42.50	\$20.00	\$62.50
Total Expenses	\$5.00	\$25.00	\$30.00
Transfer	-\$37.50	\$37.50	\$0.00
End Balances	\$60.00	\$1519.05	\$1579.05

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
Dingman, Morris	morrisd
Elder, Tim	time
Hahn, Gary	garyh
Hirst, Gina	ginah
Hirst, Robert	roberth
Joliat, Carol	carolj
Klipec, Bruce	brucek
Kramer, Cecelia	ceceliak
Kravos, Mary Ann	maryannk
Lungociu, Alice	alicel
McCoy, Myra	myram
Milford, Elizabeth	elizabethm
Newsome, Bernard	bernardn
Noyd, Hal	haln
Parker, Cherie	cheriep
Ponzani, Doris	dorisp
Schaefer, Gerald	geralds
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