Notes on Meeting 27/08/2021

We had just 6 members (out of 16) at our August (Jit.si virtual) meeting with 3 apologies (again, please let me know if you want to opt out of the group). In spite of our small numbers, though, we still got through a lot of issues and had laugh along the way.

During the meeting, we covered a lot of ground and I screen shared much information - too much to attach or cover in detail here. I've put all the documents in my Dropbox folder - just follow this LINK where you can view/download as you wish (you don't need a Dropbox account to do this). I've prefixed the files in the order we discussed things which I'll reference below (I'll leave the files on line for a couple of months or so before deleting)

1. We reviewed the notes from the last meeting, 18/06/2021 (A001)

- There were no particular matters arising, but we did take the opportunity to explore further the Windows 'Right Click' (context) menu.
- The 'Right Click', 'Context' menu has long been a useful tool in Windows and we first looked at it in 2012 when XP was the major version and again in 2016 when Windows 10 was coming in. For this meeting I updated it again as further options have become available. For ease the PowerPoint presentation is converted to PDF **(A01)**

2. How to get rid of email spam

- I reproduced an interesting 'Ask Leo' article on how to reduce the impact of spam from which we all suffer **(A1)**.

3. How to avoid wanted emails going into spam

- I always recommend that everyone should check their spam/junk folders regularly to check whether genuine emails may have been caught there.
- You should try to make sure that emails arriving from known people go into your Inbox and not into spam. I always thought that anyone you wrote to or are in your contacts list would automatically go into 'safe senders' but this doesn't seem to be the case.
- I find that peter@dakeyne.com seems, for no particular reason, often to go into the intended recipient's spam folder.
- Different email clients have their own ways for you to prepare a safe sender or white list. I showed a typical procedure for Hotmail **(A2)**

4. How to convert speech to text

- We've demonstrated before how Google Drive can convert speech into text, but it can have limitations.
- I was contacted by a member who wanted to transcribe a talk he had heard on the BBC so that he could read it at leisure. I located and downloaded the programme from BBC Sounds **(B1)**

- First try was Google docs using the procedure described **(B2)**. This was a complete disaster as the system could not keep up and what text was supplied was completely unformatted **(B3**)
- Further research let me to otter.ai , a commercial transcribing service. Using the free option, I uploaded the mp4 sound file. It took about 15minutes to process (the length of the talk). This resulted in an almost perfect transcription with excellent formatting **(B4)**

5. Crop a picture to a shape in Publisher and PowerPoint

- I had a problem to solve and I found it using this method **(C1)**

6. How to share a folder in Dropbox (D1)

- This email is sharing a *Dropbox link*, recipients can view and download but not edit on line. *'Sharing'* a file or folder is done with other Dropbox users who can edit/add if given permission.

7. When is 'www' needed?

- We've all got used to using www in web addresses, but these days it's virtually redundant. This Ask Leo article explains why **(E1)**.

8. Interesting queries from none group members, with a lesson at the end! (G1)

9. Publicity posters

- I showed a couple of examples from a set of publicity information I had recently prepared, making note of the QR (quick response) codes which link to our web site **(H1)**
- QR codes prepared from Right click in Google Chrome (see also page 27 on **A01**) and a commercial one (which I managed to get for free **(H2)**

10. Mail Merge

- Something I'd never tried before, but I taught myself how to use Excel and Word to prepare the labels for our new membership cards.
- I showed the method on screen but as it contained member's names so I've not included it here.

Next meeting.

We agreed again on two months so the next meeting will be **Friday 22nd October, 3.00 pm**, https://meet.jit.si/stowmarketu3a/CandT

Hope to see you then - please let me know, either way