

Notes on Meeting, 28/04/2023

In attendance, 7 members, 4 apologies.

1) Notes from the **February** meeting notes ([HERE](#)). Reviewed - matters arising

- **Item 3. Pam** confirmed that she was paying for Microsoft Office 365 so didn't need any of the free options suggested.
- **Item 4. Jean** is now happy that she can create the linked cells across different sheets in Excel.
- **Item 6. ChatGPT.** No members present had followed up on this important topic so we explored it further at this meeting (below). As a reminder you can see how to join (it's currently free) and use ChatGPT in [this PDF](#).

No further matters arising...

2) **Chat GPT.** We used the software to answer some of the queries raised today and recently by **email** or **WhatsApp**

- **Pam.** Do I need tracker in Norton - to stop advertisers seeing what I'm interested in I think?
 - **ChatGPT** response, please see [attached PDF](#). Essentially, it's a good thing to have but may or may not be included in your package. If not, it costs about £30 as a standalone.
- **Pam.** In preparation for a presentation I'm doing – 'What did Makita conclude about Dyslexia in children?'
 - First response – ChatGPT asked for a more detailed question before it could answer, so we asked 'What is the consensus about dyslexia in the Japanese language?' ChatGPT gave a full and satisfactory response, see [attached PDF](#).
- **This prompted** a lot of fun prompting other questions about ChatGPT's capabilities, e.g. 'Can you write poetry?' and then 'Write me a poem about an English Spring' and it responded with a very creditable short poem. Finally, 'Are you sentient?' For brevity, these Q&As are included in the 'Japanese' PDF as attached. You may also be able to access it in the programme itself by following the live link at the top of the page.
- **There are many** helpful video tutorials about ChatGPT on YouTube. One of the best I've found explains all the different kind of things you can achieve – you can watch the 30 min video by following this [LINK](#)

3) **How can I attach a document** in [Google Drive](#) to an email? (Test message with PDF attachment from Google Drive already sent to **Pam**).

- In 'Drive', open the required document.....
 - Go to 'File' (top left) then in the dropdown 'Email' > 'Email this file'
 - In the box that opens, tick the box 'Send yourself a copy'
 - Enter the email address (usually shows options from your address book)
 - The subject is the name of the document
 - Add a message. The message will be sent with the document attached unless you tick the box to include it in the email.
- **Colin** mentioned that if a Word document you send is unreadable by the recipient because they are using an earlier version, just resend as *.doc rather than *.docx. In fact, if you are sending to several recipients it may be better to down -grade (to the lowest common denominator, *.doc) in the first place.

4) **How do I include** pictures and videos into my PowerPoint presentation? **Pam**

- **There are several ways** to approach this –demonstrated **1st** ...
 - Open **PowerPoint** and then open the **folder** with the required picture or video

- **Left click** on the required file and drag drop into **PP**
- **Resize** as required using the corner tabs
- **2nd**
 - **Both** open as above. Right click on require file > left click on 'Copy'
 - **In PP**, in the pane, right click then 'Paste'.
- **3rd**
 - **In PP** > Insert>Pictures (or Video) >Select folder>select picture/video file>click 'Insert'.
- **How to create** an entire PP presentation using **ChatGPT**, [video link here](#).

5) Rick. How do I stop Dropbox from syncing all my pictures whilst retaining my use of it for the Photo group?

- We had to resort to **ChatGPT** to get the correct routine...
 - Click on the Dropbox icon in your system tray or menu bar (located at the bottom right of your screen on Windows or the top right on Mac).
 - Click on your profile picture or initials in the top right corner of the window.
 - Click on "Preferences" in the dropdown menu.
 - Click on the "Sync" tab.
 - Uncheck the box next to "Sync files and folders" to stop Dropbox from syncing.
 - If you want to stop syncing only certain folders, click on the "Selective Sync" button and uncheck the folders you want to stop syncing. (*You will need this option to provide the linkage to the Photo group*)
 - Click "OK" to save your changes.
 - Please note that disabling syncing will prevent any changes you make on your local computer from being uploaded to Dropbox and any changes made in Dropbox from being downloaded to your computer. If you want to resume syncing at a later time, simply re-check the "Sync files and folders" box in Dropbox preferences.
 - *Note – this issue has developed further since the meeting...*

6) Jean. How do I delete icons from my desktop?

- Demonstrated...
 - Right click on the icon > on dropdown, left click on 'Delete'

7) Pam. What is the best way to keep track of my pictures?

- In 'File explorer' > Click 'New folder', rename as 'Year' e.g. 2023
- Repeat for all years required
- In each folder 'Year' create new folders by month or event, say.
- For 'Months' within the year, always identify as 2023 05 (say) and for individual days in the month 2023-05-07 which keeps everything in the correct order.

8) Photos – other queries

- **How can you 'colourise' old black and white photos?**
 - There are several free on-line tools. The one I've found that gives the most natural results is <https://playback.fm/colorize-photo>
- **How do I brighten up faded pictures?**
 - If it's an old digital print that's faded, just go back to the original digital file and reprint.
 - If you want to brighten-up a picture file, you just need a simple Photo programme where you can adjust brightness, contrast and/or saturation.
 - I showed a few examples using Irfanview and Fasttone Image viewer. Both free and easy to use. You can get both safely from <https://ninite.com/>

9) Are landline phones being phased out in 2025? How will this affect me?

- **Yes.** The current landline network needs to be replaced because it's old and is becoming difficult to maintain. The new system uses the internet to make phone calls – this (allegedly!) offers better quality calls as well as some additional features.
 - Your provider will automatically switch your telephone to a VoIP (Voice over Internet Protocol) connection when the exact switchover date is announced. It is possible you may need an adapter to plug your existing landline telephone into your broadband router, but this along with any other equipment you may need should be supplied by your phone company.
 - We talked at length about this but the whole topic with Q&As is well covered in [this article](#).

Next Meeting: We did not agree a date but I would suggest **Friday June 23rd, 3.00pm** as normal. Hope you can make it...