

Bits of Bytes

Newsletter of the Pikes Peak Computer Application Society, Colorado Springs, CO

Volume XLIV

March 2024

Issue 3

Meeting Minutes

by Greg Lenihan,
P*PCompAS Secretary

President Paul Godfrey called the 3 February 2024 membership meeting to order at 9:03 am. The meeting was hosted by John Pearce via Zoom due to a large snowstorm forecasted. A motion was made to approve the meeting minutes for January and the motion passed.

OFFICER REPORTS

President Paul Godfrey second-guessed his decision to hold the meeting by Zoom, but snow was starting to stick around town and looked to be a significant amount.

VP Cary Quinn reminded us that the presentation for today was on CES and the presentation in March will be about Artificial Intelligence (AI).

Treasurer Toni Logan said we had \$37.74 in checking, and \$2234.66 in savings, for a total of \$2272.40.

Secretary/Newsletter Editor Greg Lenihan announced the next newsletter deadline is 17 February.

Membership Chair Ann Titus will send out a roster and asked members to send her any corrections.

Librarian Paul Godfrey had nothing to report.

APCUG Rep/Webmaster Joe Nuvolini said that Ilene Steinkruger is not able to continue with the hospitality position. Let Paul Godfrey know if you want to volunteer.

BOD Chairman AJ Whelan had nothing to report.

Next P*PCompAS meeting: Saturday, 2 March 2024

The presentation will be an overview and explanation of Generative AI.

OLD BUSINESS

The club computer is still unable to install Windows 10 updates.

The club wi-fi does not have a password, and even if we wanted one, we need to see if Joe Nuvolini has a password for the router. John Pearce would like the router password so an extra person has it.

NEW BUSINESS

The Volunteers' Luncheon will be held on 10 February at the Golden Corral. Cary Quinn will talk to them soon about how they would like to handle the arrangements for our group. Greg Lenihan offered to purchase some Golden Corral gift cards to save the club some money.

ANNOUNCEMENTS

The next social breakfast meeting will be on Saturday, 17 February, at the Golden Corral, starting at 8:00 am.

Our next membership meeting is on Saturday, 2 March 2024.

AROUND THE ROOM

Greg Lenihan said that Steve Gibson has a program to check storage capacity on an external USB drive at <https://www.grc.com/validrive.htm>. There are many flash drives hitting the market that do not have their stated capacity, so this program lets you check if yours meets what was advertised.

Toni Logan tried using her Dell desktop PC for our Zoom meeting and saw the video, but was unable

to get the speaker to work (she did not have external speakers). She can look at which speaker is selected for Zoom (try the "same as system" option), but it was recommended she get external speakers.

Warren Hill has a monitor that flickers. He thought upgrading drivers might help and asked how to go about it. Cary said to check his cable connections. Warren can go to Device Manager and right-click the video card and check for updates. John Pearce said he can go to the website of the monitor manufacturer and they should have driver update instructions.

Cary Quinn had an HP laptop he brought to one of our meetings to show differences between Windows 10 and 11. It died on him during the meeting (he thinks it was the power cord) and he was going see about getting it fixed. He recently plugged it in and it now works.

Jim Miller has had a start-up issue for about 10 days. His PC starts to a screen with half of his

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P*PCompAS

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Meeting Minutes (Cont. from page 1)

apps showing up. Some important ones are missing. His workaround has been to restart and hold down the F11 key. He then gets the correct screen and a message that it cannot load the user profile. Cary suggests looking for a restore point earlier than the last 10 days.

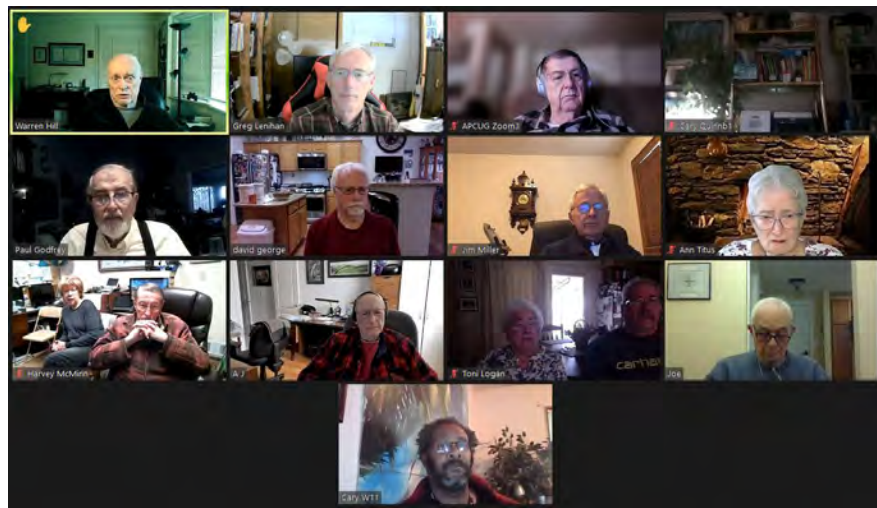
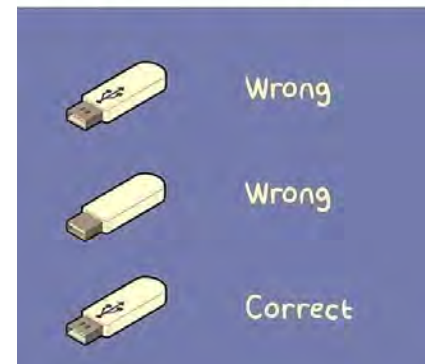
John Pearce wanted to know if there was a way to share his Bluetooth headphones across two different devices. He pairs to his cell phone, but gets an error message when trying to connect to his PC. Cary suggests unpairing from his phone, then pairing to his PC, then re-pairing to his phone. John said the last time he tried he could not pair with his car. John thinks he may not have the current Bluetooth standard on his headphones.

PRESENTATION

Various YouTube videos of CES 2024 products were shown. Greg Lenihan mentioned a Chrome extension called "YouTube

Summary with ChatGPT and Claude" that allows you to capture the text of a video and summarize it into how many bullet points you designate. That saves you from having to watch long videos to know what they are about. ☺

How to insert USB



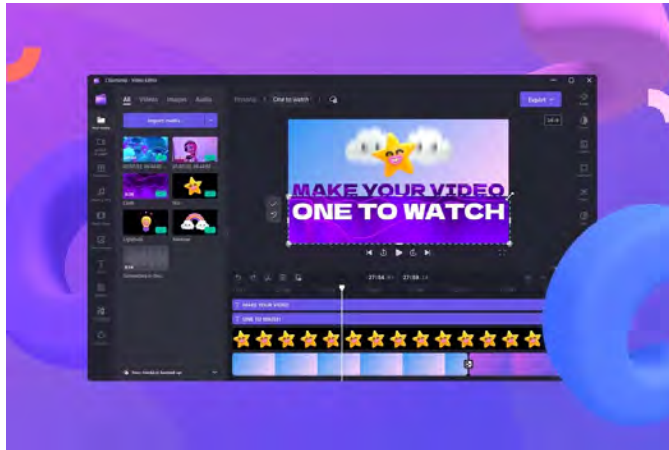
The February 2024 membership meeting was held via Zoom due to heavy snowfall.

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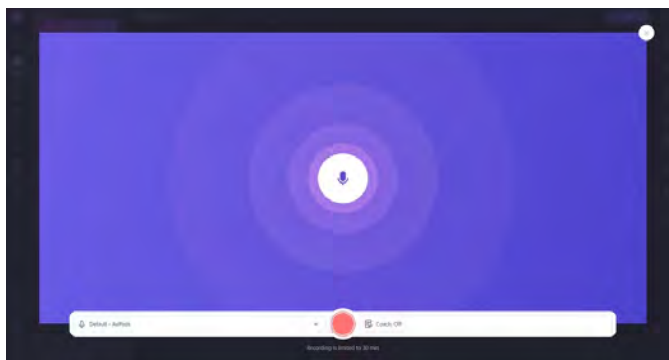
Microsoft Clipchamp Now Has Better Audio Editing ***You'll need to pay up for one of the future improvements, though***

by Corbin Davenport, reprinted with permission from [HowToGeek.com](https://www.howtogeek.com/microsoft-clipchamp-audio-editing/).
 Original article at <https://www.howtogeek.com/microsoft-clipchamp-audio-editing/>



Clipchamp is the main video editor on Windows 10 and Windows 11, and it's available as a web app on other platforms. Microsoft is now rolling out a few improvements to Clipchamp, mostly focused on audio editing.

Clipchamp now has the ability to record voiceovers directly in the active project, instead of using another application (like the Voice Recorder app in Windows) and importing the audio file. You can start by switching to the "Record and Create" tab in the sidebar, and selecting "Audio." Clipchamp supports recordings of up to 30 minutes, and they can be used to create automatic captions. It's available now for all personal Microsoft accounts.



Microsoft has also improved Clipchamp's text-to-speech feature, available now for all personal accounts and starting to roll out for work accounts. The blog post explains, "You can now add a text to speech track item, and then change the language, voice, emotion, pitch, as well as edit the script from the property panel. By leveraging these new capabilities, you can both fine-tune your script and make those last-minute changes while also updating the voice track as you go. We've also added a pace option so you can change the speed of your AI voiceover."

There's one more audio improvement coming to Clipchamp, but with a catch. The app will be able to detect long silences in audio tracks, and give you the option of removing them automatically. Microsoft says this is can be useful for editing podcast recordings, long meetings, voiceovers, or educational videos. It will start rolling out as a free preview feature to personal accounts later in February, but once it leaves preview, it will require [Clipchamp Premium](#). That currently costs \$12 per month (or \$120 per year), and also gives you watermark-free exports, premium filters and effects, content backup, and other features.

Annoyingly, Clipchamp Premium still isn't included in Microsoft 365 personal or family subscriptions. The built-in Photos app on Windows 11 has some more basic editing features for free, and while they do have a steeper learning curve, some professional video editors like [Kdenlive](#) and [Davinci Resolve](#) are also free to use. ☺

Arcade Classics

Chromium

<https://chromewebstore.google.com/detail/arcade-classics/gokc-mhknfbkchaljcbjloaebnoblcn>

Firefox

<https://addons.mozilla.org/en-GB/firefox/addon/arcade-classics/>

Enjoy classic arcade games by installing this extension. It lets you play nine retro games in your browser, including Tetris, Space Invaders, Pac-Man, Snake, and Pong. They have the same graphics, music, and sound effects as the original versions, and most can be controlled using the cursor keys on your keyboard. Arcade Classics stores your high scores, and lets you unlock achievements by reaching certain levels and amounts of points.

How (AND WHY) to Clean Computer Clutter

By Bob Rankin, <http://askbobrankin.com>, published through the APCUG

Computers and cars have one thing in common: both tend to accumulate junk in hard-to-reach places. Cleaning out your car can be a messy, sweaty job with plenty of opportunities for back injuries. Cleaning out a PC is a more civilized affair. Here are some free tools to clean up your hard drive, improve system performance, and make sure your backups run smoothly. Ready to jettison the detritus? Read on...

Hard Drive Cleanup and Maintenance

Are you running out of storage space on your hard drive? Does it take forever to do backups? Or maybe you feel there's just a lot of junk on your computer. Chances are, there's a boat-load of unnecessary and/or duplicate files on your hard drive that can be deleted. You won't need Clorox and a scrubber to clean your hard drive! Windows 10 and 11 make it easier to find unneeded and unwanted files clogging your computer. Let's take a look at those built-in tools first, and then some handy third-party utilities for PC and Mac to help with the hard drive cleanup.

There are many sources of wasted disk space. Windows creates some when it is installed, including updates, rollback files, hibernation and paging files, and multiple Restore Points. Some apps create temporary files during installation and uninstallation, and fail to clean up after themselves. Apps also generate log and data files that may not be necessary. Temporary download files tend to become permanent, unless occasional pruning is done.

If you upgraded from a previous Windows version, Windows saved a copy of your old operating system

and its settings in a folder named Windows.old. This file can be several gigabytes in size. If you have decided to fully commit to the upgrade, here is how to recover that space:

Type "cleanup" in the search box and click on "Disk Cleanup" in the results. Select the drive you want to clean up (usually your C: drive). On the next screen, click the "cleanup system files" button in the lower-left corner. After the disk scan, a list of items you can remove is shown. Check the box next to "previous Windows installation(s)". Before clicking "OK" to start the cleanup, review the whole list of items that can be removed. Check the box next to any other item(s) you wish to remove. Then click "OK."



Windows 10 and 11 have Storage Management features that can help you see where all your disk space has gone and recover some of it. To access this tool, enter "storage" in the search box and click on "Storage Settings (system settings)." Note the "Storage Sense" button on the Storage main menu. When enabled, it automatically deletes temporary files and empties the Recycle Bin. Click the "Configure Storage Sense" link to fine-tune what gets deleted and when. The default is to jettison the detritus only

when storage is very low. But I like a more aggressive approach, so I chose the run Storage Sense "every week" instead of "during low free disk space" and to delete files in my Recycle Bin if they are more than 14 days old.

The Storage app categorizes the types of files on your system drive, and shows how much storage each category is consuming. Click on a category to see what specific files are in it and how much space they consume. For example, in the Apps and features category, when you click on a specific item, buttons appear next to it: "Modify" and "Uninstall" or "Move" and "Uninstall." If a button is greyed out, you can't perform that function on this file. In general, the apps built into Windows 10 and 11 cannot be uninstalled, i.e., the Camera app. The Modify button will open the installer for that app, and the Move button lets you move an app to another disk. (I found that the Move button was always greyed out, even though I have multiple disks on my PC.)

Clicking on some of the other categories, such as Temporary Files, Documents, or Pictures, may reveal some large files that can be deleted. Don't delete files if you're not sure what they are. Photos, music and video files can take up a lot of space on your hard drive. Open the Pictures folder, switch to the Details view, then sort by size to find the biggest files. Then you can review and delete the ones you don't need.

Drilling Down for Space Hogs

As soon as I typed that heading, I couldn't help but think of "Pigs in Space," a recurring feature on "The Muppet Show" in the 1970s. So of course I did a quick

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Computer Clutter (Cont. from page 4)

search and found that not only are the old episodes available on Youtube, there are also some new ones! This has nothing whatsoever to do with the topic at hand, but that's how my brain works. You're welcome, and I'm sorry.

Another space-hog is pagefile.sys, the file in which Windows temporarily stores parts of apps and data files when the whole things won't fit in RAM. Generally, you should let Windows manage the amount of space devoted to pagefile.sys; it will grow and shrink as needed. But if you are really tight on disk space, you can adjust the maximum size of pagefile.sys or even delete it entirely (not recommended). Here is how to manage pagefile.sys:

- Click Start and search for "advanced system settings."
- Select the Advanced tab on the resulting screen.
- Click on the "Settings" button in the Performance section of the Advanced screen.
- On the Performance Options screen, click "Advanced."

Finally, there is "Total paging file size for all devices." Click "Change" to see your options. "Automatically manage..." is the default option. Uncheck it to manually adjust things. You can set custom initial and maximum sizes; let the system manage the pagefile.sys size; or do without a pagefile.sys file altogether (not recommended). Whatever you change, you'll need to reboot before the changes take effect.

Other Hard Drive Cleaner Uppers

Computer housecleaning should really start the day you turn on a new PC. Most computers come loaded with unnecessary and often unwanted programs. The software developers pay computer vendors to install their trialware on new PCs, hoping that new buyers will

try and purchase some. Among experienced users, such programs are known as "crapware". [Revo Uninstaller](#) and [Bulk Crap Uninstaller](#) are two advanced uninstallers that can remove even the most stubborn program. [AppZapper](#) is a similar program for Mac users.

Web browsers generate a ton of digital clutter. Browsers store images, cookies, download histories, and other temporary files that they might need again. These files are handy but not strictly necessary. They don't get cleaned up automatically, either. Utilities such as [CCleaner](#) and [Privazer](#) sweep up browser clutter as well as other traces left on your computer by Windows.

Duplicate files are another form of digital clutter. Duplicates are especially common among music and image files. Utilities such as [Auslogics Duplicate File Finder \(FREE\)](#) use metadata to identify duplicates, or do a byte-by-byte comparison of files that have common names and sizes. [EaseUS CleanGenius](#) is a duplicate file finder for Mac OS X users.

Here are some other tips that

should work on any system to reduce the load on your hard drive:

- Delete photos and movies you no longer need. These files can be HUGE sometimes.
- Use Media Player and/or iTunes to delete any music, video or podcasts you no longer need.
- Look through your Documents folder for old or unwanted word processor and spreadsheet files.
- Clean up your email folders - Inbox, Sent, Trash, Junk, etc.

Here's my secret weapon when it comes to really cleaning up a hard drive. [JdiskReport](#) is a disc usage analyzer for Windows, Linux and Mac OS X systems that visually represents the space taken up by various files and folders on your hard drive. You can use it to find large files, overstuffed folders, and other hard-to-find junk. [WinDirStat](#) (for Windows only) is similar, but displays the information about large files and folders in a "treemap" format that some people find very helpful. Mac users may want to check out [GrandPerspective](#), which does a similar job. ☺

Windows 11 Can't Run on Your PC? Make It a Chromebook, Google Says
Google is pitching ChromeOS as a potential upgrade path for old PCs.

by Corbin Davenport, reprinted with permission from [HowToGeek.com](#)
 Original article at <https://www.howtogeek.com/googles/>



Microsoft will stop supporting Windows 10 in October 2025, leaving the millions of PCs that can't run Windows 11 with an outdated and insecure operating system. Google wants people to try something different: install ChromeOS and turn the PC into a Chromebook.

Google has offered [Chrome OS Flex](#) for a few years now (formerly

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How to Keep Windows Running Smoothly with Routine Maintenance

A little routine can go a long way

By Leo A. Notenboom, <https://newsletter.askleo.com>; published under the Creative Commons License

Much like an automobile, it can be useful to periodically look under the hood, clean things up, and make sure that all is as it should be.



Question: You've mentioned "routine maintenance" in a few places. What does that mean/entail?

Good point.

Computers are often compared to automobiles. Both need routine care and

maintenance to run well and keep running well for as long as possible.

Unfortunately, your computer dealer won't remind you, and your computer has no odometer to let you know when it's due.

Let's review what you should do, when you should do it, and what you can rely on Windows to do for you.

In Short

Windows routine maintenance

- Create recovery and emergency disks
- Check your backups
- Update your software
- Check your security software
- Uninstall what you don't need
- Review startup programs
- Run Disk Cleanup
- Clean out the dust

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Chromebook (Cont. from page 5)

known as Neverware CloudReady), which is a modified version of ChromeOS that can be installed on traditional x86-based PCs. It looks and works like the ChromeOS software found on Chromebooks, with the same full-featured Chrome browser, fast startup time, and simple-to-use interface. The operating system can even be managed like a Chromebook, which has made Chrome OS Flex a useful alternative to Windows and Linux for some organizations and businesses.

Google published a blog post that pitches ChromeOS Flex as an option for Windows 10 PCs that don't have an upgrade path to Windows 11, due to [hardware requirements](#) or something else. Basically, instead of staying on Windows 10 and dealing with more

security problems, or paying for a new PC that can run Windows 11, you could try switching to ChromeOS Flex. The blog post is mostly aimed at businesses and organizations with fleets of computers running Windows, but ChromeOS Flex can be installed for personal use as well.

Google said in the post, "ChromeOS Flex is designed to be fast and efficient, helping your team be more productive. ChromeOS Flex devices boot quickly, don't slow down over time, and update in the background every four weeks. If you're starting to notice your Windows or Mac devices slow down or struggle with compatibility issues, ChromeOS Flex can bring them back to life."

This is a smart marketing move from Google, but ChromeOS Flex isn't a perfect solution. For one, it can't run Windows software, except

specific applications through a compatibility layer like [CrossOver](#). If you absolutely need to play PC games or use the Windows version of Excel, ChromeOS won't be helpful. You also [can't run Android apps or use the Google Play Store](#), like you can with ChromeOS on most Chromebooks. ChromeOS Flex also lacks support for some PC hardware and accessories, such as CD and DVD drives, fingerprint readers, and Thunderbolt ports.

If you want to give ChromeOS Flex a try on your old PC, you can [create an installer with a USB drive](#). If you spend most of your time in a web browser, it might be a great choice, but [regular desktop Linux](#) will give you more features and a larger software library. Windows 10 won't officially die [until October 2025](#) (with [optional paid security updates after that](#)), so you have some time to experiment. ☺

Routine Maintenance (Cont. from page 6)

Preparation

I'll start with a few things you really only need to do once.

Create a Recovery Drive

A recovery drive can be used to repair a variety of issues in Windows, and even to reinstall Windows itself.

This only needs to be done once per operating system (Windows 10, 11, etc.), but it might be advisable to refresh the recovery drive after every major update (22H2, 23H1, and so on.) If you don't have one and your machine has a problem, there are two alternatives that *may* help:

- Create the recovery drive on another working machine with the same edition of Windows on it. This should work, but may be missing information specific to your machine or your setup.
- Download and use the most recent Windows installation media from Microsoft, and use that. This won't have machine-specific information on it, but will be able to run a variety of repair and recovery tools.
- See: [How to Create a Windows Recovery Drive](#).

Create an emergency disk

This is a disk created by your backup software. When you boot from this disk, you're immediately taken to that backup software, ready to restore a previously created backup image. This is important should you ever need to replace a failed hard drive or restore an entire image.

The good news here is that you can create the emergency disk for your backup software on another machine if you need it and don't yet have it. Some backup software vendors even have pre-made emergency disk images you can download and use.

- [Creating an EaseUS Todo Emergency Disk](#) is an example of how to create the emergency disk using one of my recommended backup tools, EaseUS Todo.

Ongoing Maintenance

These are items you should do either all the time or every so often.

Check your backups

Of *course* you're backing up, right? Good.

Now, make sure those backups are happening as you expect. I occasionally hear from folks who assumed that the backup schedule they set up

some time ago just continued to work — without realizing that a problem of some sort had arisen and the backups hadn't been happening for weeks or even months.

This is important for all types of backups. Of particular import is to also test your backups to be sure you can extract something from a backup image, for example.

I'd confirm backups are running properly at least once a month and test a backup twice a year.

- [How to Back Up Windows](#) has my recommended overall approach to backing up.
- [Testing Your Backups Is Critical](#) outlines how to ensure the backup will be there when you need it.

Keep software updated

For Windows, this should be happening automatically. It's the most important software to keep up to date, as it's the software most often targeted by hackers. Keeping Windows up to date is important to ensure you have all the latest fixes for the exploits attempting to compromise your computer.

Other software falls into this bucket as well, though perhaps at a lesser priority. More and more software updates itself automatically or at least notifies you of available updates. Take those when you can. If you have software that doesn't check automatically, then every so often, maybe once a month, check for updates to your most-used software.

- [Are Automatic Updates a Good Thing?](#) discusses why updates, particularly automatic updates, are important.

Check your anti-malware tool

Much like Windows Update, this should be a set-it-and-forget-it situation. Anti-malware tools should not only update themselves regularly but should also perform periodic scans and take other steps to ensure your security.

This is important enough that you should keep an eye on it. Since most anti-malware tools run what's called a "quick" scan, consider running a full scan once a month or so. Confirm that all the components of your anti-malware tool are working as expected.

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Routine Maintenance (Cont. from page 7)

- [What Security Software Do You Recommend? Basic Protection in Four Steps](#) has my recommendations for what tools to run.
- [How Do I Run a Full Scan Using Windows Defender?](#) has instructions on running that full scan if you're using Windows Defender.

Uninstall the software you're not using

Go through your installed programs and remove those you no longer use. Review the list in Settings->Apps and uninstall those items you know you don't need.

There are a few reasons to do this.

- Some installed software has components that are running all the time whether you use them or not. Uninstalling removes those.
- Theoretically, every application installed on your machine is an additional security risk. Windows isn't the only thing that hackers target. While the chances are typically low, depending on the specific software, removing it ensures that any vulnerabilities it might have are no longer present on your computer.
- It frees up disk space. How much, of course, depends on the specific application.

Depending on how readily you install things, even just to try them out, this would be something I'd recommend doing at least twice a year.

- [Uninstalling Software You Don't Need](#) goes into this process in more detail.

Review Startup programs

After you've uninstalled software you don't need, the next thing to do is to review what's being auto-started when you boot Windows and decide whether it needs to. You can do this in the Startup tab of Task Manager. Review what you find there and disable those you know you don't need. If you're not sure, leave it enabled or do a little research before deciding.

This doesn't need to happen often — perhaps once a year — since the impact is typically minimal. It's worth doing, however, to avoid things accumulating that you don't need.

- [What Windows Startup Programs Do I Need?](#) covers the topic in detail, including turning off some Windows features.

Run Disk Cleanup

Once a month or so, fire up the built-in disk cleanup tool and let it clean up what's accumulated

over time. For a variety of reasons, "stuff" accumulates that you don't need. If you want to include non-Windows programs, consider using CCleaner's cleanup as well.

- [Using Disk Cleanup in Windows](#) has instructions, including thoughts on what to clean up.
- [CCleaner, a Windows Cleaning Tool](#) walks through the same with this free third-party tool.

Don't forget the physical

Dust is your computer's enemy. If too much accumulates, it can cause your machine to run hotter than it needs to, potentially shortening the computer's life or causing occasional crashes along the way. How often depends on the environment your computer lives in. If Corgi hair is common in your life, too, clean more often than if you have no pets.

- [My Computer Has Started to Shut Down Randomly. Could it Be the Fan?](#) Spoiler: yes.

No longer needed

These are things that were once needed that no longer apply or things promoted as being needed that never really were.

Defragging

If you're running Windows 7 or later, you don't need to defrag your hard disk. There are two reasons:

- Windows defrags hard drives that need it automatically once a week.
- SSDs don't need defragging, and in fact should not be defragged.
- [What is Defragging and Do I Need It In Windows?](#) has a deeper discussion.

Registry cleaners

Registry cleaners were never really needed — certainly not in any routine fashion. In rare cases, when tracking down a problem they may add some value, but it's most definitely not anything I recommend for routine maintenance.

- [What's the Best Registry Cleaner? What to Use and Not](#) has my thinking. ☺

AI is for everyone: Prompts to help you with work, life, school and love

by Kim Komando at Komando.com (tip from 1/24/24)

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Think of AI as a digital Swiss Army Knife. It's sharp, versatile and surprisingly handy. It sounds overwhelming if you've never tried ChatGPT, Bard or any other big options. Trust me when I say if you can use Google, you can use AI.

Ditch the "too techy" excuses, and let's get hands-on with this game-changer. I've got ideas for small business owners, students, parents, those looking for love online and more.

First things first

You don't need a Batcave full of robots to join the AI party. If you're not sure how to even access these tools, I have your back:

- ChatGPT: [Use it on the web](#) or download it for [iPhone](#) or [Android](#). You need to create an account. The free tier works for most people, or you can pay \$20 a month for the latest version of the tech, priority access and additional tools.
- **Google Bard:** [Use it on the web](#) for free if you have a Google account.
- **Microsoft Copilot:** Use it on Chrome or Edge at Copilot.Microsoft.com. You need an active Microsoft account.
- **Perplexity:** [Free access online here](#). There's a \$20 per month Pro plan if you want to be able to upload images and get access to smart AI.

So, what do I do with AI?

Glad you asked. If you can think of it, an AI can probably do it. Here are some uses to get you started.

Data whisperer: Data can be a mountain of gibberish, but AI easily climbs it. Imagine it analyzing your side hustle's sales figures and revealing hidden patterns. Maybe your best-selling product needs a bigger online presence — or a targeted ad campaign since you sell like crazy to folks in Minnesota. Sweet, data-driven insights without all the work.

- Try it: "Analyze this data to find any patterns I should know about." The more detail you can add about your company and what you're looking for, the better. Just be sure you're not disclosing anything confidential.

Content creation concierge: Struggling to write website copy? AI can craft compelling website copy, thorough product descriptions, and witty social media posts, and it can even turn your blog post into bite-sized social media posts.

- Try it: "Here are the specs for my product.

Please write a description I can use to sell it on Amazon following current best practices."

Help me sell my services: Not everyone is a wordsmith, and it takes a lot of time and effort to figure out what to put on professional pages. Trade workers, this one is great for you.

- Try it: "I'm a plumber in Phoenix, Arizona. Please help me write about my company and what I offer for my Yelp page."

Brainstorming buddy: Stuck in a marketing rut? AI can be your idea machine. Feed keywords related to your business, and watch as it spits out creative campaign concepts.

- Try it: "I'm starting a new podcast. You are a marketing guru I hired to help me with a plan to get the word out. Where should we start?"

Find a date: Most people are blank, staring at that dating profile screen. It's hard to talk about ourselves! Instead of going too serious, over the top or self-deprecating, see what AI comes up with.

- Try it: "I need to create a dating profile. Can you ask me some questions to figure out what it should say about myself and what I'm looking for?"

Automate the mundane: AI is best for making tedious tasks quick and easy. Think data entry and scheduling.

- Try it: "Format the data below into a spreadsheet that includes X, Y and Z."

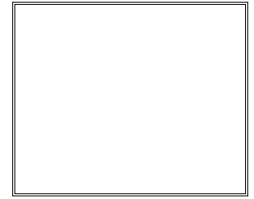
Get more bang for your buck: Remember that blog post you wrote? AI can transform it into an investor-friendly email by summarizing key points and highlighting your business's strengths. No need to reinvent the wheel. Let AI make the most of your existing content.

- Try it: "Turn this list of bullet points into a script for an entertaining, informative YouTube video that appeals to women 25 to 35."

Make sense of a busy week: When there's a lot on your plate, even organizing it all can be overwhelming. You can use AI as a free assistant to make things easier.

- Try it: "This week, I have to work 8 to 5 every day, take the kids to soccer practice on Tuesday at 5:30 and find time to run three times because I'm training for a 5K. Can you help me create a schedule I can stick to? ☺"

P*PCompAS Newsletter
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Coming Events:

Next Membership Meeting: 2 March beginning at 9 am (see directions below)

Next Breakfast Meeting: 16 March @ 8:00 am, Golden Corral, 1970 Waynoka Road

Newsletter Deadline: 23 March

Check out our Web page at: <http://ppcompas.apcug.org>

