

Significant Bits

Journal of Brisbug PC User Group Inc.



Vol 40 No 10

19 October 2025

Page	Article	Author	Position	Club
3	From the President's CPU	Keith Catts	President	
5-7	Johns Jots	John Tacey	Q&A	
8-13	APCUG Articles	Various	Editor	APCUG
14-18	2025 AGM Minutes		Secretary	

Meeting Timetable

Mitchelton Library Helios Parade Mitchelton

9:30am	Q&A	John Tacey
11pm	Alternate to MS Office.	Keith
	Lunch -- GM - Report to the Club	Keith
1:00pm	Linux workshop	Fred / Keith All

If you have a question that may need a bit of a look up, let me know before the meeting



Significant Bits

Journal of Brisbug PC User Group Inc.

SIGNIFICANT BITS

the Journal of
BRISBUG PC USER GROUP INC.
*A Computer Club for users of
PC-type computers*
Telephone No. 07 3353 3121

Web Address:
<https://www.brisbug.asn.au>

President

Keith Catts 07 3353 3121
E-mail: president@brisbug.asn.au

Treasurer

Ross Skyring 07 3261 4781
E-mail: treasurer@brisbug.asn.au

Secretary

Gary Woodforth 07 3399 7939
E-mail: secretary@brisbug.asn.au

Webmaster

Keith Catts 07 3353 3121
E-mail: president@brisbug.asn.au

Newsletter Editor

Christine Haydock 07 3350 1573
or 0412 678 598
E-mail: chaydock@powerup.com.au

Magazine

Editor
Chris Haydock

Proof-reader
John Tacey

CLUB NOTICES

CLUB INFORMATION LINES

Info Line (07) 3353 3121

The Members' Web Page

Meeting Days

19 October 2025
16 November 2025
21 December 2025
19 January 2026
15 February 2026

Submission Deadline

Friday 7 November 2025

Please use e-mail if possible

COPYRIGHT

Material in this magazine may usually be copied by PC User Groups without fee. This is provided that the copyright rests with the Brisbug PC User Group Inc., so please first check with us to avoid possible infringement. This permission is also on condition that the copy is not used for commercial advantage and that the origin of the material and this permission to copy are acknowledged in the reprinted item.

LIABILITY

Although it is policy to check all published material for accuracy and usefulness as far as possible, no warranty is offered against any loss resulting from the use of any material in this magazine. All content reflects the opinions and experience of the author and does not necessarily reflect the policy of the Brisbug PC User Group Inc. Most hardware, software and products mentioned are registered names and trademarks of the vendors or makers concerned. Brisbug will not be held responsible for claims made by advertisers, and advertisers are not to be bound by errors and omissions in publication.

Hi All,

The AGM is done and the committee is Keith Catts - President Gary - Woodforth Secretary Eriv Maurico - Treasurer. Thanks for them taking on the roles.

I have attached the AGM Minutes so you have the details rather than wait to see them at the next AGM.

While we are taking the Linux journey, we are still doing Windows stuff so if you have a particular interest to share let me know and if you want information on a particular topic.

I am thinking of looking at the alternates to MS Office as a “alongside Linux” topic, but also simply to get away from MS and its costs on a PC. Let me know of any interest. I will do a bit of an interest look at the meeting.

AI is running away and you now see it as part of most if not all apps offered. Just what are they doing? The blurbs tell us better everything, but what are they taking away? We see many stories about the use of “our information” from what we do with them being used to learn and build better AI.

A lot of talk about the wholesale use of creative data being harvested without any payment to creators.

I see Fred is using and acknowledging the use, I have done some and see the ease with which it gathers data to answer a request. I have no idea on how you check it to see if it is factual.

Something for us to get a handle on.

See you at the meting

Keith

**PLEASE PAY YOUR
MEMBERSHIP RENEWAL VIA
DIRECT FUNDS TRANSFER**
**Brisbug PC User Group
Inc**
BSB No: 034-083
Account No: 185711
**Remember to enter your name
and membership number in the
comment field**

Reports

Presentation and Education

9:30am : Q&A

11am : Morning Presentation : Alternate to MS Office what is our interest?

12 noon Lunch and Club Report.

1pm Afternoon Presentation : Linus and Linux Work Shop

Membership Report - Gary Woodforth

We had 13 members at the September meeting. 1 Visitor.

Treasurer's Report

September 2025

Opening Balance at 1/9/25	2047.86
---------------------------	---------

Income

M'hip Renewal E. Maurico	10.00
--------------------------	-------

Total Income	10.00
---------------------	--------------

Expenses

Replenish Canteen Supplies	16.00
----------------------------	-------

OFT annual Return	62.10
-------------------	-------

Total Expenses	78.10
-----------------------	--------------

Month's Loss	68.00
--------------	-------

Balance at 30/8/25	1970.76
--------------------	---------

Eric Maurico

Treasurer



Q&A – September Meeting

Can't open old archived e-mails

We need more information:-

E-mail client

Age of mails

How stored, format etc.

Regular Bill finished up in the Junk Mail Folder.

Fortunately, alerted by the upcoming payment SMS.

Somewhere in the great wide web there was something in the file which indicated to a vigilant security program that this was, probably, spam, a scam or similar.

Data Backup Trap.

Backup the Mozilla Firefox and Thunderbird Profiles which, by default, are stored on the "C" Drive.

(e.g.)

C:\Users\YeCat\AppData\Roaming\Mozilla\Firefox\Profiles\el85anmm.default

(e.g.)

C:\Users\YeCat\AppData\Roaming\Mozilla\Thunderbird\Profiles\nqn6k2mf.default

This can be accessed with MenuBar > Help > Troubleshooting Information > Profile Folder > Open Folder.

MS Office alternative WPS Office

[OFFICIAL] WPS Office-Free Office Download for PC & Mobile, AI-Powered ...

WPS Office is an AI-Powered Office suite, highly compatible with Microsoft Office Word, Excel, PPT and PDF. Can be downloaded online and free trial for Windows, Mac, iOS, Android and Linux.

WPS Office is an office suite for Microsoft Windows, macOS, Linux, iOS, Android, Fire OS and HarmonyOS developed by the Chinese company Kingsoft Office Software. It comes pre-installed on Amazon Fire tablets. WPS Office is made up of WPS Writer, WPS Slides (Presentation), and WPS Sheets. In 2022, WPS Office had over 494 million monthly active users and over 1.2 billion installations. The personal basic version is free to use, however a subscription is required to use all features.

<https://www.wps.com/>

As this is a program from China it may be wise to run it in a Sandbox.

<https://sandboxie.en.softonic.com/>

Libre Office and MS Office Fonts

Fonts are one of the main culprits of LibreOffice interoperability problems with Microsoft Office documents, when viewed from the end user's point of view.

<https://blog.documentfoundation.org/blog/2020/09/08/libreoffice-tt-replacing-microsoft-fonts/>

Note: This record of the Q&A session topics relies on my biological volatile memory (a.k.a. the 'forgettery').

Gleanings from e-newsletters and other sources.

Reviews

The Best Password Managers for 2025

By Kim Key Mar 27, 2025

Stop using the same login credentials everywhere! The best password managers create a unique and strong password for each of your online accounts and alert you to potential data leaks.

<https://au.pcmag.com/password-managers/4524/the-best-password-managers>

The Best Free Password Managers for 2025

By Kim Key Mar 27, 2025

Use one of the best free password managers we've tested to help you create and manage strong, unique passwords for every secure site.

<https://au.pcmag.com/password-managers/27971/the-best-free-password-managers>

FAT32 vs. exFAT vs. NTFS: Which Format Is Best for Your Storage Drive?

By John Bogna Aug 26, 2025

When you're reformatting a drive, memory card, or flash drive you need to pick a file format. If you see FAT32, exFAT, and NTFS, but don't know which one to pick, here's what you need to know.

<https://au.pcmag.com/storage/100861/fat32-vs-exfat-vs-ntfs-which-format-is-best-for-your-storage-drive>

New Releases

Adobe Acrobat Reader

License: Freeware

File name: 25.001.20630

File Size: 1.56 MB (Web Installer) O/S: Windows

Publisher: Adobe Inc.

URL: <http://www.adobe.com>

Avast Free Antivirus

License: Freeware

File name: Avast_Free_Antivirus_v25.8.10387 (Web Installer)

File Size: 0.24 MB O/S: Windows

Publisher: Avast Software s.r.o.

URL: <https://www.avast.com/antivirus>

calibre (64bit)

License: Free

File name: calibre_(64bit)_v8.9.msi [19 Apr, 2024]

File Size: 106.14 O/S: Windows

Publisher: Kovid Goyal

If you are using Windows 8, please use calibre 5.44, which works with all Windows 8 machines, from here. Simply un-install calibre and install 5.44, doing so will not affect your books/settings.

If you are using Windows 7 or Vista, please use calibre 3.48, which works with all Windows 7/Vista machines, from here. Simply un-install calibre and install 3.48, doing so will not affect your books/settings.

URL: https://calibre-ebook.com/download_windows

Foxit Reader

License: Freeware

File Name: Glary_Uilities_v2025.2.0.33046.exe

File Size: 202.55 MB O/S: Windows

Publisher: Foxit Corporation

URL: <http://www.foxitsoftware.com/>

Glary Utilities 6

License: Freeware

Release Date:

File Name: Glary_Uilities_v 6.30.0.34 .exe

File Size: 27.02 MB

Platform: Windows 8, 7, 2000, XP, Vista. 32/64bit version.

Publisher: Glarysoft Ltd

Languages: 44 Languages [Help Translate]

URL: <http://www.glaryutilities.com/>

Release Notes:

Optimized Disk Cleaner: added support for 'Corel VideoStudio Pro x9' and 'SketchUp Make 2014'

Optimized Tracks Eraser: added support for 'Corel VideoStudio Pro x9' and 'SketchUp Make 2014'

Optimized Software Update: optimized the version comparison algorithm, and increase the comparison speed by 30%

Optimized Empty Folders Finder: add folder delete validation to prevent accidentally deletion of non-empty folder

Minor GUI improvements

Minor bug fixes

Glary Utilities is a freeware with registry and disk cleaning, privacy protection, performance accelerator and amazing multifunctional tools. It can fix dogged registry errors, wipe off clutters, optimise Internet speed, safeguard confidential files and maintain maximum performance.

It is designed for both novice and professionals. User-friendly interface shows clear & detailed directions. For novice, all work can be done with just 1 or 2 clicks, while for professionals, abundant options are available.

Key features:

Optimise, clean and boost the speed of your Windows.

Protect your privacy and security.

Block spyware, trojans, adware, etc.

Fix certain application errors.

Simple, fast and user friendly interface.

For private use only.

URL: <http://www.glaryutilities.com/>

Google Chrome (32bit) 139.0.7258.155

License: Free

File name: ChromeSetup.exe

File Size: 10.55 MB O/S: Windows

Publisher: Google

URL: <https://www.google.com/chrome/>

Inkscape (32bit)

License: Freeware

File name: Inkscape_(32bit)_v 1.4.2 .msi

File Size: 143.09 MB O/S: Windows

Publisher: inkscape.org

URL:

https://www.filepuma.com/download/inkscape_32bit_0.92.4-21328/download/

Irfanview (64bit)

License: Freeware

File name: Irfanview(64bit)_v 4.72 .msi

File Size: 4.25 MB O/S: Windows

Publisher: Irfan Skiijan

URL: <http://www.irfanview.com/>

LibreOffice (64Bit)

License: Freeware

File name: LibreOffice_25.8.0_Win_x86.msi

File Size: 349 MB O/S: Windows

Publisher: The Document Foundation

Comments: Contains the functions:-

Writer Document

Calc Spreadsheet

Imress Presentation

Draw Drawing

Math Formula

Base Database

URL:https://mirror.freedif.org/TDF/libreoffice/stable/6.2.0/win/x86/LibreOffice_24.84.4_Win_x86.msi

NotePad++ (32bit)

License: Freeware

File name: NotePad_v8.8.5.exe

File Size: 6.56 MB O/S: Windows

Publisher: Notepad++

URL: <https://notepad-plus-plus.org/>

Recuva

License: Freeware

File name: 1.54.120

File Size: 25.25 MB O/S: Windows

Publisher: Gen Digital Inc

VLC Media Player (64bit)

License: Freeware

File name: VLC_Media_Player_(64bit)_v3.0.21.exe

File Size: 42.86 MB O/S: Windows XP SP3 to the last version of Windows 10.

Publisher: VideoLAN Project

URL: <https://get.videolan.org/vlc/3.0.21/win64/vlc-3.0.7.1-win32.exe>

Want more? See the New Releases list:

<http://ct.com.com/>

Tips etc.

Google to Block Sideloading of Apps From Unverified Developers

By Jibin Joseph Aug 27, 2025

Google compares the move to an ID check at the airport, and says it's aimed at tackling harmful apps. It launches next year, but you can request early access now.

<https://au.pcmag.com/security/112768/google-to-block-sideloading-of-apps-from-unverified-developers>

Google Is Tracking You. Change These 3 Settings Right Now to Take Back Control

By Stephanie Mlot, Jason Cohen Aug 26, 2025

Google monitors your online activity, location, and ad preferences. Don't like it? These are the accounts settings I adjusted to reclaim my privacy.

<https://au.pcmag.com/security/47543/how-to-get-google-to-quit-tracking-your-location>

Want to Stay on Windows 10? Do This Before Oct. 14

By Jibin Joseph Aug 26, 2025

Microsoft's ESU program provides one year of security updates. Here's how to enroll.

<https://au.pcmag.com/migrated-15175-windows-10/112749/want-to-stay-on-windows-10-do-this-before-oct-14>

Navigate Smarter: 25 Google Maps Hacks That'll Change the Way You Travel

By Jordan Minor, Chandra Steele Aug 24, 2025

Google Maps isn't just for directions. Use these tips to find EV chargers, remember parking spots, hail cabs, and more.

<https://au.pcmag.com/gps-navigation/85108/25-google-maps-tricks-you-need-to-try>

ChatGPT Is Everywhere, But What Can It Do and How Does It Work?

By Ben Dickson Aug 22, 2025

We break down the basics of OpenAI's chatbot and explain how you can get started with AI.

<https://au.pcmag.com/ai/111453/what-is-chatgpt-everything-you-need-to-know-about-openais-popular-chatbot>

Here's How to Quickly Pair Your New Bluetooth Headphones or Earbuds to Your Phone or Computer

By Tim Gideon, Jason Cohen Aug 21, 2025

Whether you're new to the world of wireless audio or looking to pick up a few tricks, here's how to connect your Bluetooth headphones and earphones to your phone and other devices.

<https://au.pcmag.com/headphones/58229/how-to-pair-wireless-headphones-and-earphones-to-your-phone-or-computer>

I'm a Certified Calibrator and These 5 Pro Tips Instantly Make Any TV Look Better

By Will Greenwald Aug 20, 2025

If your TV has a distorted image, strange colours, or that annoying "soap opera effect," here are the quick fixes I recommend trying first.

<https://au.pcmag.com/tvs/50902/easy-fixes-for-common-tv-problems>

Here Endeth John's Jots

APCUG ARTICLES

These APCUG articles are republished with permission of APCUG. All copyright rests with APCUG and/or the original writer.

Fixing a Nasty Computer Hack

David Kretchmar, Hardware Technician
Sun City Summerlin Computer Club
<https://www.scscc.club>

I recently completed a repair on a club member's computer after he allowed a "helpful" technical representative, probably from the other side of the world, to remotely access his computer.

Unfortunately, the victim in this case apparently failed to read or heed my article in the November 2021 *Gigabyte Gazette* (https://www.scscc.club/Gigabyte/gg_2021-11Nov.pdf) warning that these types of scams were becoming increasingly prevalent.

The "bait" in this instance was an official-looking email, supposedly from Cox, stating that the victim had been substantially overcharged on his Cox bill and he was due a refund of \$400. The victim telephoned the scammer using the phone



number in the email. Next, he went online and downloaded and installed remote access software at her instruction. He then allowed the purported technical representative to initiate a remote access session and log into his system. The victim began

to feel uneasy when he saw that things were being done on his computer that had nothing to do with Cox. He finally became alarmed and hung up on the scammer when she asked for his bank account information "to process his refund."

Unfortunately, this victim did not immediately shut off his computer, so the scammer could continue to mess with his system remotely, I suppose as a departing coup de grace for a failed scam. The victim could no longer access his computer, which displayed the Windows 11 "Gray

screen of death" right after he entered his PIN during login. Microsoft has finally replaced its famous "Blue screen of death," which provided a bit of mostly useless information, with a "Gray screen of death," which provides no information.

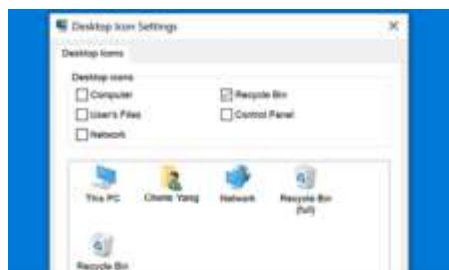
The victim, who runs an online business, called me in a panic. This was especially interesting to me since I have had minimal experience working with pooched Windows 11 machines. I was curious to see if there was a substantial difference in addressing issues in Windows 11 versus Windows 10 (there was not, at least for this user's issue).

I researched the gray screen issue online and did not find much helpful information. Many writers suggested the problem was bad video drivers or a bad hardware connection. I knew there was no physical issue since the miscreant obviously never had physically assessed the victim's computer. And I doubted the graphics card drivers were the problem since messing with them would cause an immediate catastrophic system failure, even if it could be done remotely on the fly. After providing answers that did not solve the issue, many sites did offer to sell me their software, which they said would fix the problem. No thanks.

I finally decided to approach the Windows 11 system the way I would Windows 10. Getting past the gray screen of death was straightforward; I booted into Safe mode and repaired the Windows startup. When I finally got into the victim's computer, I removed the remote access software. Then I did a system refresh, keeping all of his original data files and programs but replacing all of the system files. I wanted to assure the club member that there were no nasty surprises on his system due to his encounter with the scammer.

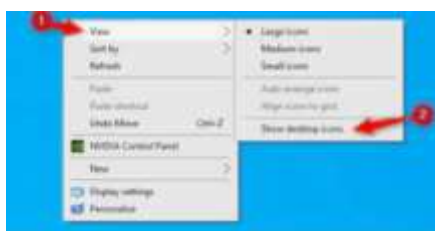
Yet when I could finally boot to the victim's desktop, I saw something very strange. The

victim's desktop icons, files, and folders had disappeared. I considered that the scammer could have put the victim's



computer in tablet mode, which messes up the desktop. I learned that Windows 11 does not have a dedicated tablet mode. Again, an online search for the problem was mostly useless. Most writers suggested going to Personalize themes, Icons and checking the icons I wanted to appear on the desktop. This did not address the issue of nothing showing on the desktop, files, folders, and icons. Naturally, many of those offering useless advice online had a software package to sell, which they assured would fix any problems. Again, no thanks.

I found an article that suggested I right-click on the desktop, left-click on View (#1), then make sure "Show desktop icons" was



checked (#2). Yes, that sneaky scammer had hidden everything on the victim's desktop with three clicks of her mouse. However, when I left mouse clicked on "Show desktop icons," the victim's desktop appeared normally. This was the first time I had seen a scammer throw two problems onto a victim's computer.

When contacted, a scammer will often state that to help you, they must remotely access your system. They will try to get you to download remote access software that will give the scammer access to your computer. Just say NO! There are few legitimate reasons someone needs to access your computer to provide assistance.

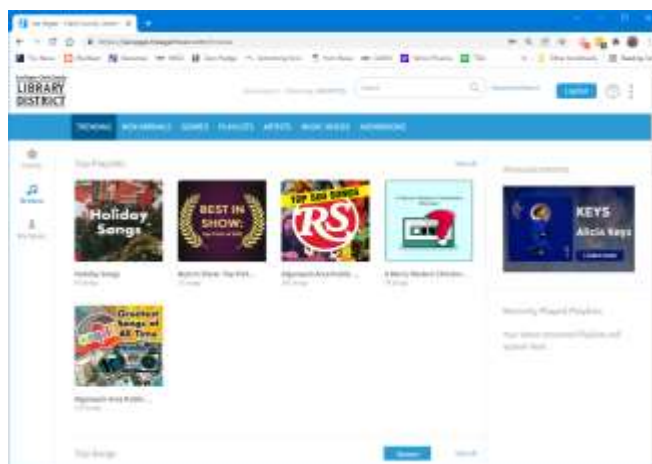
I mentally divide computer hacks/scams into two categories: tarantulas and scorpions. Tarantulas are big and scary looking, yet their bite is virtually harmless to humans. The most dangerous scorpions are the tiny ones you are likely not to

see until they have stung you, and they can send you to the emergency room or at least to bed for a day or two. The unfortunate victim in this story ran into a scorpion that stung him twice. The sting would have been even worse had he allowed them access to his bank account.

Free Music with Freegal

By Tom Burt, Vice-President
Sun City Summerlin Computer Club
<https://www.scscc.club>
tomburt89134@cox.net

One of my occasional Computer Club seminars touches on the many electronic resources available for free via the Las Vegas / Clark County library website. (One of those resources I briefly review is a service called Freegal (short for Free and legal). This article gives you an overview of Freegal, which has an extensive collection of music tracks and albums you can play. They also allow you to download up to 6 tracks per week for free. You might want to check to see if Freegal is available at your library.



Reaching Freegal

You can reach Freegal from the Las Vegas / Clark County Library District website: <https://lvccld.org/>. Once there, click the **Online Resources** tab and then click **Music**. On the page that displays, click **Freegal**. A more direct way is to click the following hyperlink: <https://lasvegas.freegalmusic.com/home>.

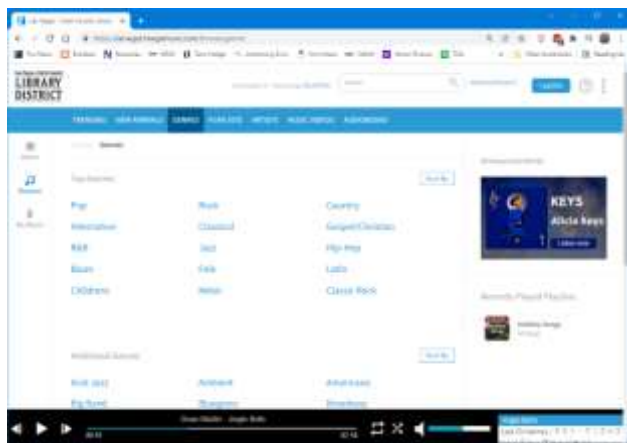
You can browse the Freegal website without logging in, but you must log in with your library card number and pin to download any music tracks.

Navigating Freegal

Freegal claims it has 13 million songs and 40,000 music videos. Logged-in users may download six tracks a week for free and may stream music from the website for up to 3 hours per day. However, finding the material you're looking for can be daunting.

The **Home** page displays featured playlists, songs, albums, music videos, and audiobooks. You can play any of these. Playlists and albums are collections of songs displayed in a list, so you can play or download specific tracks.

On the **Browse** page (see screenshot above), along the top are tabs for **Trending**, **New Arrivals**, **Genres**, **Playlists**, **Artists**, **Music Videos**, and **Audio Books**.

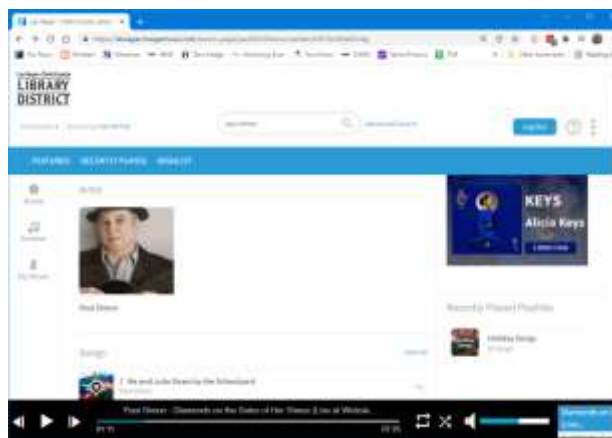


As an illustration, the Genres tab of the Browse page takes you to a listing of musical genres. You can click any genre to home in on the type of music you're interested in.

Searching

If you are looking for a specific artist or song, you can use the search box at the top of the window. The search is quite intelligent. For example, I entered "Paul Simon" into the Search box and displayed a page of offerings, including some

single tracks, a few albums, and music videos. Next, I chose an album called "Live in New York City" and then had a listing of all the tracks from that album, ready to play or download.



You can search for any artist, album name, or song title.

Downloading a Track



Click the down arrow when you've found a track you want to download and are logged in. The downloader will display a "save file/folder chooser" dialog. Select a folder to download the track into, click Save, and the file will then download. The file name combines the artist, album, track name, location, and date. In this case, it was:

PaulSimon_LiveInNewYorkCity_50WaysToLeaveYourLover-LiveAtWebsterHallNewYorkCityJune2011_3.mp3.

You can edit this name in the save file dialog or later use File Explorer after the download is done. The file format is .mp3, and the sample rate is 256 kilobits.

Caveats

Many first-tier artists don't allow all their work to be posted on Freegal. So all you can do is try the search and see what shows up.

A lot of the content is covered, by lesser artists, of original songs by first-tier performers. Some of this is quite good, and a lot is fairly mediocre. Beware also of “remixes.” These are cases where someone has taken an original song or album and digitally manipulated the background music. These are usually not as appealing as the original artist’s recording.

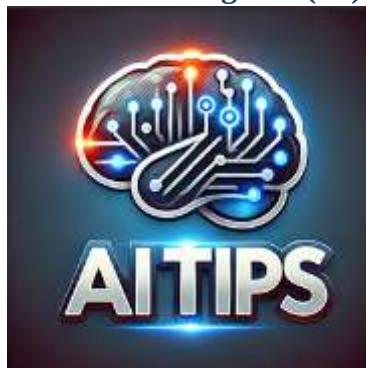
Final Thoughts

Freegal can be a great place to find oldies in high-quality mp3 format. I use it mainly for that. Much of my personal music collection was “ripped” from LP albums or audio tapes at 128 Kilobit sample rates. The digital recordings have pops and hisses and weak treble. If I can find those tracks on Freegal, I download them to replace my original low-quality recordings.

You can get some pleasant surprises. For example, I enjoyed a lot of Peter, Paul, and Mary, the Limeliters, and the Kingston Trio – all folk groups back in college.

At six songs per week, if you’re organized and committed, you can collect 312 songs per year. After a while, that starts to add up. And you can’t beat the price.

Artificial Intelligence (AI)



THESE ARE THE TOP 5 THINGS PEOPLE ARE USING AI FOR – AND FREE THERAPY DOESN’T MAKE THE LIST

(Tech Radar) – Generating photorealistic images, improving the quality of your writing, and getting quick, in-depth answers to burning questions: you can use the best AI tools like ChatGPT to help you achieve a lot of things in 2025. And based on new survey data, that’s precisely what UK and US

users are doing. The research conducted by Future, the publisher of TechRadar, revealed the top uses of AI tools on both sides of the pond. People taking part in the survey were asked what tasks they use AI to complete – examples included writing an email and generating content ideas. Check out the survey results here: [These are the top 5 things people are using AI for – and free therapy doesn’t make the list | TechRadar](#)

FREE AI TOOLS FOR PERSONAL USE AND PRODUCTIVITY

CHATGPT: A versatile AI chatbot for conversational interactions, content generation, brainstorming, and answering queries. It has a free version with limited access to newer models.

GOOGLE GEMINI: A conversational generative AI chatbot that can be used for research, content summarization, and writing code. It has access to real-time data.

GRAMMARLY: An AI-powered tool for grammar, spelling, and tone adjustments, helpful for improving writing quality.

NOTION AI: Integrated AI for task planning, writing, summarizing, and brainstorming within Notion pages.

DALL-E / MIDJOURNEY / LEONARDO AI: Tools for generating images from text prompts.

RUNWAY: A tool for video generation and editing with AI features.

OTTER.AI: An AI meeting assistant for real-time transcription and summary of meetings.

CANVA: Includes an AI art generator for creating designs and presentations.

HUBSPOT’S FREE AI CONTENT

WRITER: Useful for generating various types of marketing content.

LALAL.AI: An audio stem splitter for music production and editing.

RETABLE: Integrates with ChatGPT for AI-powered spreadsheet functionalities.

TEAL: A free AI tool for building resumes and tracking job applications.

INTERVIEWACE: A free AI-powered interview simulator.

SOCRATIC: A free AI-powered learning app for students.

CLEO: A free AI financial assistant for budgeting.

STARRYAI: A free text-to-image app for creative expression.

TIPS FOR USING PERSONAL AI FOR PRODUCTIVITY (FREE)

START WITH TASKS, NOT TOOLS: Identify repetitive, manual, or tedious tasks that AI could potentially handle. Examples include summarizing content, drafting emails, or organizing schedules.

TREAT AI LIKE A JUNIOR

ASSISTANT: Give clear instructions, provide context, and be prepared to edit the AI's output. Don't expect perfection initially.

DESIGN BEFORE AUTOMATING: Plan workflows and desired outcomes before building automations with AI.

USE AI FOR SMART RESEARCH: Use AI to analyze large datasets and quickly summarize information.

ENHANCE COMMUNICATION: Utilize AI writing assistants to improve clarity and tone in emails and other communications.

OPTIMIZE MEETINGS: Use AI to transcribe conversations, summarize discussions, and generate action items.

PERSONALIZE LEARNING: Use AI tools for personalized learning paths and career planning.

AUTOMATE PLANNING: Leverage AI-powered planning tools to manage schedules and prioritize tasks.

CREATE CONTENT QUICKLY: Utilize AI tools to generate articles, blog posts, and other content.

IMPROVE WRITING: Use AI-powered proofreading tools to enhance grammar, punctuation, and style.

RESEARCH FASTER: Utilize AI to accelerate the research process.

SAFETY TIPS FOR USING PERSONAL AI

BE MINDFUL OF PERSONAL

INFORMATION: Please don't share sensitive details unless the platform is trusted and its privacy policy is understood.

UNDERSTAND PRIVACY

SETTINGS: Review and adjust privacy settings on AI platforms according to comfort level.

AVOID SHARING SENSITIVE DETAILS.

Avoid sharing sensitive details unless the platform is trusted and its privacy policy is understood.

UNDERSTAND PRIVACY

SETTINGS:: Review and adjust privacy settings on AI platforms according to comfort level.

DON'T OVERSHARE: Limit the amount of personal information publicly accessible.

THINK CRITICALLY: Remember that AI systems can make mistakes. Verify information and consider different perspectives.

BE CAUTIOUS WITH AI-GENERATED

MESSAGES: Report any inappropriate or suspicious interactions.

Don't solely rely on AI for decision-

making: Always double-check important information and consider human judgment.

USE STRONG PASSWORDS: Protect accounts with unique and strong passwords.

Keep software up to date: Updates often include security patches.

CHOOSE AI APPS CAREFULLY:: Only use reputable and trustworthy AI applications.

DISABLE CHAT SAVING FUNCTIONS: To reduce risks, turn off the chat saving function in chatbots.

By following these tips and exploring the free AI tools available, you can enhance personal productivity and learn more about artificial intelligence in June 2025. Remember to prioritize safety and stay informed about the latest developments in AI technology.

MAY 2025

WHAT IS AN AI PC? HOW AI WILL RESHAPE YOUR NEXT COMPUTER –

Revolutionary artificial intelligence is coming to everyday laptops and desktops thanks to chips from the big silicon players paired with Microsoft's Copilot+ push. Here's what you need to know. [What Is an AI PC? How AI Will Reshape Your Next Computer | PCMag](#)

5 POWERFUL AI TOOLS YOU'VE PROBABLY NEVER HEARD OF – ChatGPT isn't the only game in town. If you want to do

more with AI, check out these five up-and-coming models that offer chat, art, video, music generation, and more. <https://tinyurl.com/mvv642sw>

8 COOL THINGS YOU CAN ONLY DO

WITH A COPILOT+ PC, Michael Muchmore, PCMag – Microsoft is betting big on a new breed of laptops with built-in AI processing capabilities. Microsoft's Copilot+ and Copilot terms aren't as closely related as you might think. Copilot (with no plus sign) is a generative AI tool you can use via Android and iOS apps, Office apps, a web browser (included in the Edge browser's sidebar), and Windows. Copilot+, meanwhile, is a name for a class of PCs with neural processing units (NPUs) that enable them to perform AI tasks locally rather than on powerful servers in the cloud. It's still early days, but here's what sets these systems apart right now. <https://tinyurl.com/52vt2kk8>

ARE ROBOT PETS COMING BACK?, Amato Cole, How-To Geek – Robot pets are making a comeback, now designed for practical companionship, not just entertainment. Modern robot pets offer advanced AI, natural movements, and tailored interactions for meaningful companionship. They are not just for fun—robot pets have significant roles in healthcare, education, and even offer an alternative to traditional pets. Is there a robot pet in your future? Read more at <https://tinyurl.com/4as9shr6>

5 HILARIOUS TIMES AI CHATBOTS WENT WILD AND

HALLUCINATED, Adaeze Uche, MakeUseOf – When Google's AI Overviews Encouraged Us to Put Glue on Pizza (and More); ChatGPT Embarrassing a Lawyer in Court; When the Brutally Honest BlenderBot 3 Roasted Zuckerberg; Microsoft Bing Chat's Romantic Meltdown; Google Bard's Rocky Start With Space Facts. Get ready to laugh at <https://tinyurl.com/3a3hr2jf>

HOW I USE THIS AI TOOL (Scribe AI) TO MAKE FIXING FAMILY COMPUTER PROBLEMS SIMPLE, Jayric Maning, MakeUseOf – Are you the go-to tech person for

your family? If so, you know the frustration of walking someone through a computer issue over the phone or waiting until you visit to fix it in person. Scribe AI is a game-changer for this problem. This tool allows you to create easy-to-follow, step-by-step guides so your family can handle issues independently, even when you're away. Read more at <https://tinyurl.com/yrkdxss>

WHY I PREFER EDITING MY PHOTOS WITH AI TOOLS OVER MANUAL

TECHNIQUES, Jayric Maning, MakeUseOf – Many people still dismiss AI as a shortcut or crutch in photo editing, but Jayric has found it incredibly useful. While some prefer the hands-on approach, he has a couple of reasons why he's come to rely on AI tools. Using AI photo editing tools allows you to streamline the photo editing process by analyzing your images and providing recommendations and other time-saving features such as auto adjustment and auto mask. The generated output will need extra tweaking to fix and improve, but overall, he finds that it saves him more time when compared to doing everything manually. If you've been hesitant about trying AI for editing, give it a shot. Like Jayric, you might find yourself reaching for AI tools whenever you want to enhance or transform your photos. <https://tinyurl.com/yc8rk6tk>

THE BIGGEST PROBLEMS WITH USING ONE-CLICK AI PHOTO ENHANCERS

, Alvin Wanjala, MakeUseOf – AI photo enhancers promise to improve your images in just a click. However, despite these tools' convenience, there are several issues with using them. The appeal of one-click AI photo enhancers is their ease of use. You only need to click a button, and your image is instantly enhanced. This is convenient, but the downside is that they don't provide a way for you to personally fine-tune the image to your liking if you're not happy with the generalized filters or corrections the tools use. Read more at <https://tinyurl.com/yrkdxss>

Minutes of

Brisbug PC User Group Inc

ANNUAL GENERAL MEETING

held at

Mitchelton Library, 37 Heliopolis Parade, Mitchelton QLD 4053

21 September 2025

1. President's Opening Remarks

The President, Keith Catts opened the meeting at 10:55 pm, and welcomed all those present.

2. Attendance

Attendance was as per the attendance register, 12 members attending. A Quorum was present.

Apologies:- Gary Woodforth

3. Minutes of the Previous meetings:

The minutes of the Annual General Meeting 2024; advised that those minutes had been published in the October 2024 and September 2025 edition of the Club's magazine.

It Moved by Eric Maronese and Seconded by Ian Arney: that the minutes of the Annual General Meeting of 15 September 2024, as published in the Club's magazine in October 2024 & September 2025, be taken as read and confirmed as a true record of the meeting. Carried.

4. Business arising from the minutes

There was no business arising from the minutes.

5. Correspondence

Correspondence Inwards:

Office of Fair Trading Annual Return form for 2025 received.

Correspondence Outwards:

Application to the Mitchelton Library for use of the room for 2026 emailed to the library.

6. President's Report

Keith Catts advised that his report was published in the magazine and he confirmed another successful year at the library. Keith thanked members for their support during the year.

The report is repeated here.

President's Report for 2024-2025

Another year has passed and the club has 14 members with 10 to 13 members attending at each meeting.

I have placed a report in the September magazine. We have had a good year and had a previous member re-join, and started a workshop looking at Linux as a solution to MS, which was making older hardware obsolete.

We were grateful for the use of the Mitchelton Library meeting room with its excellent facilities, and look forward to receiving continued use.

I wish to give my thanks to the members of the committee, Gary as Secretary and Ross as Treasurer, for their continued service to the club in keeping it active. This year Ross will not be continuing and a special thanks to him for his years undertaking that role.

Also my thanks to John Tacey for his continued leading of the Q&A sessions and the time and effort he puts in for “John’s Jots” in the magazine, a lot of useful information and links to further detail on the information he provides. Thanks to Chris Haydock for continuing with editing the magazine. Chris is not with us today as her husband has a medical issue that is causing great concern.

Both these are valuable contacts with members.

Our thanks to Fred Stratford who has taken on the job of leading us in the exploration of Linux. He has provided deep background to the question and shared his presentations with members. This will continue through the new year.

I personally look forward to our meetings for what I can pick up and where I can give assistance on some computer issues.

AI is now embedded and offers benefits and unknown risks as it infiltrates into every aspect of our lives.

I hope you as members enjoy the meetings and from time to time find new ways to use the computer and other devices or to increase your knowledge and skills.

Join me in the coming year for a continuing examination of the changes in technology and its impacts.

7. Treasurer’s Report (Report Attached)

Ross Skyring presented the Treasurer’s report for the year of 2024/2025.

The Financial Statement setting out the financial activities for the previous year and will form part of the Annual Return of Association to Office of Fair Trading.

The Club’s finances remains healthy with little expenditure.

The income for the year was \$190.07 consisting of membership fees and 7 cents interest. Expenditure was \$287.70 with the usual costs for canteen, membership for APCUG, some small equipment purchases and internet expenses. We have funds in the bank of \$2047.85.

The Club holds two accounts with Westpac Bank. Funds were transferred into the Solutions One account. That second account to be closed when the new banking arrangements are done following the elections.

R. Skyring moved that the Financial Report be accepted and passed as a true record of the Club’s financial transactions for the year. Seconded by Beverly Bailey:- Passed and carried.

Financial Statement for Brisbug PC User Group Inc.

Financial year 1st July 2024 to 30th June 2025

Profit and Loss statement

INCOME	2025	2024	2023	2022
<i>Member’s renewal subs</i>	150.00	140.00	0.00	420.00
<i>New member’s subscriptions</i>	40.00	30.00	0.00	0.00
<i>Raffle</i>	0.00	0.00	0.00	0.00
<i>Canteen</i>	0.00	0.00	0.00	0.00
<i>Interest</i>	0.07	0.11	12.00	11.00
<i>Equipment</i>	0.00	0.00	0.00	0.00
<i>Total Income</i>	190.07	170.11	0.12	431.00

EXPENSES	0			
<i>Bank fees and charges</i>	\$0.00	0.00	0.00	0.00
<i>Canteen / Xmas</i>	\$84.65	77.75	40.12	26.50
<i>Subscriptions (APCUG)</i>	\$84.00	76.92	78.03	73.14
<i>Equipment</i>	\$39.00	328.42	57.45	120.00
<i>Dept of Fair Trading</i>	\$62.10	60.05	58.60	57.60
<i>Hire of hall</i>	\$0.00	0.00	0.00	0.00
<i>Internet expenses</i>	\$17.95	15.95	139.86	0.00
<i>Insurance</i>	\$0.00	0.00	0.00	0.00
<i>Membership expenses</i>	\$0.00	0.00	0.00	0.00
<i>Printing and stationary</i>	\$0.00	0.00	0.00	0.00
<i>Raffle</i>	\$0.00	0.00	0.00	0.00
<i>Other</i>	\$0.00	0.00	0.00	0.00
TOTAL EXPENSES	287.70	559.09	374.06	277.24
NET PROFIT/LOSS	-97.63	-388.98	373.94	153.76
AVAILABLE FUNDS				
<i>Opening balance</i>	2145.48	2534.46	2908.4	2,765.52
<i>Net profit/loss</i>	-97.63	-388.98	373.94	142.88
Total cash funds	2047.85	2145.48	2534.46	2,908.40
CASH ASSETS				
<i>Westpac Solutions One account</i>	2047.86	436.72	707.23	1,081.29
<i>Westpac Solutions Cash Reserve Account</i>	\$0.00	1827.29	1827.23	1827.11
	\$2,047.86	2264.01	2534.46	2,908.40
NON CASH ASSETS				
<i>Hardware</i>	0.00	0.00	0.00	0.00
<i>Software</i>	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

NOTE: All Assets are written off with no value. Two items Laptop and Projector remain in use.

NOTES:

Brisbug is a SMALL Association having income and Assets less than \$300,000.

The Office of Fair Trading Queensland does not require an audit for this level of association. The financial statement for the year is to be verified by the President and Treasurer.

Brisbug derives its total income from membership subscriptions and interest on its bank accounts

Brisbug has a bank account with Westpac Bank and holds its funds in a Solutions One account a second cash account has been transferred to the Solution account and will eventually be closed.

Brisbug's assets have been written off as of no value, but it retains the following equipment Dell Laptop and the Epson projector. Old software is retained as proof of license.

There are no liabilities.

Remuneration Disclosure: No remuneration have been made to any member.

Verification of Financial Statement.

The above statement of accounts has been prepared from the records kept by the association and it is declared that the association keeps financial records in a way which properly records the association's income and expenditure and dealings with its assets and liabilities. Purchases during the year are consumable items and written off in the year.

Ross advised that there has been no expenditure in July 25 or August 25.

Signed President and Treasurer.

Declaration of all positions Vacant

Keith declared all positions vacant and adjourned the meeting for the election of Office Bearers for the next year. John Tacey assumed control of the meeting.

8. Election of Office Bearers

John advised that there were no formal nominations received.

John then called for the Nominations

President: Keith Catts was Nominated by Eric Maurico, Seconded by Beverley Bailey; Keith accepted the nomination.

No further nominations, John Declared Keith Catts elected as President.

Secretary: Gary Woodforth was nominated by Keith Catts. Seconded by Ian Arney; As Gary was not present Keith advised he had been verbally advised by Gary he would accept nomination.

No further nominations, John Declared Gary Woodforth elected as Secretary.

Treasurer: Eric Maurico indicated he would take the role and was nominated by Keith Catts, Seconded by Bob Adamson, Eric accepted the nomination.

No further nominations, John Declared Eric Maurico elected as Treasurer.

John Tacey thanked the Committee for their work throughout the year. He returned the meeting to the incoming President, Keith Catts.

Keith thanked John for officiating for the elections.

9. Further Business.

There will be no change to the fee structure for next year being \$10.00 for renewal and \$30 for a new member.

Being no further business Keith declared the meeting closed.

Meeting Closed at 11.33