

Our Digital World group

**Welcome**



# Buyer beware

- In the 'Country of the Blind' the one-eyed may unintentionally mislead.
- Our speakers are not expert advisors. They are merely friends who volunteer to research subjects on our joint behalf. They try their best to be accurate, but
- The accuracy of information shared here must be verified, and the value of any opinions or preferences expressed must be judged by any who choose to rely on them.

# Calendars, Diaries and Blogs

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# Scope

How can I maintain an appointment Diary on my Smartphone, Tablet or PC so it synchronises across all my devices? Can I share it with family members or colleagues? Can I incorporate 'Calendars of Events' published by others?

What is the difference between keeping a personal Diary using my devices, and writing/publishing a Blog

# Calendars / Appointment Diaries

Create a Calendar in Outlook with a Microsoft hotmail account

You can **Share** a Calendar you own in Microsoft Outlook (or Google Calendar) format

You can **Import** a Calendar and either merge it with an existing Calendar or present it as an overlay

# Live Demonstration

## Calendars / Appointment Diaries

# Diaries / Journals

You can keep a Journal using a word processor such as Word – e.g. a page a day and a file a month

Or you can organise entries using free software such as Microsoft **OneNote** or **Evernote**

Or you can use free specialist 'Diary / Journal' software such as **All My Journals** and **iDailyDiary** or paid software such as **The Journal**

# Live Demonstration

## Diaries / Journals



# Blogs (and Vlogs)

I think of Blogging is a bit like writing a Newspaper Column or Diary on-line.

People write blogs about special events, holidays, interests such as cooking, make-up, how they are coping with an illness, a series of short stories, sermons, what their Celebrity is up to, etc.

Other people may subscribe to a Blog and get notified when new posts appear.

A Vlog (Video Log) is mostly the same as a Blog but people mostly post self-made videos rather than words illustrated with pictures and occasional videos.

What is a Blog?

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# Blogs

A Blog is really a series of postings to a web page that appear 'newest first'.

A blog can also be a sophisticated website with URL links and multiple tabs (e.g. for listing postings by topic and referencing supporting data e.g. viewable / downloadable information).

There are lots of different Blog software and hosting services available. One of the simplest and quickest ways to start Blogging is to use Google's on-line 'Blogger' (using Windows 'Open Live Writer' on your laptop to prepare posts off-line e.g. while travelling away from a data connection).

# Live Demonstration

## Blogging

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**Question Time**

# Next meeting

Wed **23<sup>rd</sup> November 2016**, 7.30 - 9.00 pm  
Upstairs Meeting Room

## What would you like to know?

If there is a subject you would like me to explore during our next Winter Season of meetings? Please email your suggestions to [useful.donaldson@gmail.com](mailto:useful.donaldson@gmail.com)

Meanwhile follow our Holiday Blog

[www.sdaustralia2016.blogspot.co.uk](http://www.sdaustralia2016.blogspot.co.uk)

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# Refreshments

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