



OTTAWA

Happy New Year!

PC NEWS

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ARTICLE

Managing Email Addresses

by Alan German

Do you have Email address books spread over several computers – and perhaps even several users? This may well be the case if you have a desktop, a laptop, a smartphone, and a significant other with one or more additional devices. So, just how do you maintain a comprehensive list of unique contacts? It may well be possible to do this by synchronizing lists through "the cloud", but some of us like to have local copies of such relatively-sensitive data. The problem then becomes one of creating a single "master" file, screening the individual records for duplicate entries, and tidying up the resulting contact information.

Most Email applications have the facility for importing and exporting the data for their address books. But, not all programs use the same format for the data exchange medium, and not all of the addresses are necessarily located in a single file. For our present purposes, and to keep it simple, we will limit the scope of the problem to "synchronizing" the address books of a desktop computer and a laptop, both of which are running the Thunderbird Email client. Our software tool of choice will be Microsoft Excel, the spreadsheet module from MS Office. Any more complex situation may require a more involved solution, but the process as described should provide a good basis for modification.

Thunderbird lets me export the address book from my desktop computer using Address Book – Tools – Export. However, there are two parts to the address book, the Personal Address Book and

Collected Addresses. The latter is a list of "new" addresses for individuals to whom I have sent messages, but whose contact information is not found in my personal address book. It is useful to capture both sets of addresses for further processing.

The simplest way to do this in Thunderbird, once the Address Book has been opened, is to highlight the entry for Collected Addresses, press Ctrl-A to select all of the contacts in the list, and then drag and drop these contacts onto the entry for the Personal Address Book. There are now no contacts in Collected Addresses. All of the contact information is now stored in Thunderbird's Personal Address Book.

So, now I can transfer the contact data to an external file. Firstly, I highlight the entry for the Personal Address Book in order to capture all of the available records. Choosing Export from the Tools menu, brings up a dialogue box asking where to store the exported file and in what format. I leave the default file format as "Comma Separated (System Character) (*.csv)" and select a name that identifies the exported file, e.g. `contacts_personal_desktop.csv`.

I then follow the same process for the addresses stored in the version of Thunderbird on my laptop and create the file `contacts_personal_laptop.csv`. Now I have two CSV files, one for the address book on my desktop computer and another for the address book on my laptop. Now the fun really begins!

My starting point is to open the `contacts_personal_desktop.csv` file in Excel and save this as the file `contacts_combined.xlsx`. This will eventually be the master contact file but, at present, it will be used as a temporary workbook to ensure that all of the original contact entries remain available (in the individual CSV files), just in case the combination process goes south.

Let's use a simple example with just a few records in the first address book as shown in Figure 1 (including some individuals you may recognize). Let's assume that these four records have been copied to our temporary workbook

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Next Meeting: **WEDNESDAY, January 8th, 2020**

Coming Up...

→ Wednesday, January 8, 2020

Title: [Imagine Space and Labs at the Ottawa Public Library](#)

Speaker: Vanessa Menor, Librarian, Nepean CentrepoinTE Branch

It started with books, then media and last month the Ottawa Public Library's System Librarian, Kyle Christopher, talked about electronic material. The next step for the Ottawa Public Library was the Imagine Space and Labs. The Imagine Space, Digitization Lab and Music Editing Lab are our community's public makerspaces. Learn about the development of these spaces, the types of equipment available and how to use them, and how to get started creating.

In April 2014, the Ottawa Public Library (OPL) and the U.S. Embassy in Ottawa collaborated to open Ottawa's first public makerspace entitled Imagine Space – an American corner. Makerspaces are creation and collaboration hubs, offering technologies and tools that allow customers to experiment and to create in a social setting. They are built on the premise that knowledge and learning is often better transmitted via sharing, collective problem solving, and task performance. ([more info...](#))

Wednesday, February 12, 2020

Topic: Computer Programming Then and Now?

Speakers: Alan German and Chris Taylor (OPCUG)

Many members of our club have a long history of using computers, and for quite a number this has included some aspects of computer programming. In tonight's presentation, Alan German will take a look back at his own involvement with computers over more than five decades. This includes using platforms from mainframes to smartphones, programming from assembler to JavaScript, and almost everything in between! The session will also include an up-to-date twist as Chris Taylor will describe the use of current scripting systems to fully automate a number of repetitive tasks.



Imagine Space facilities, OPL, Nepean CentrepoinTE Branch

For meeting updates and additional details, visit <https://opcug.ca/regmtg.htm>.

December Prize Winners

The winner of the donated computer at the December auction was **Sheena Pritchard**. The proceeds were donated to the Ottawa Food Bank.

And our door prize winner was **Enid Robins-Holm**. I'm sure she will find that the Surge Protector, SD card wallet and the Dual port USB Charger will come in handy.

Congratulations to both our winners!

2020 CALENDAR

Meetings	Date	Time and Venue
OPCUG General Meeting	Wednesday, January 8 th	7:30 p.m. at the Riverside United Church , 3191 Riverside Drive, Ottawa. Parking is free. OCTranspo bus #90 stops nearby. Visit https://opcug.ca/regmtg.htm for directions.
Q&A Session	Wednesday, January 8 th	Immediately following the OPCUG General Meeting. (approx. 9 pm)
Beer BOF (Wing SIG East)	Wednesday, January 8 th	10:00 p.m. (after the Q&A) at Moose McGuire's , 3320 McCarthy Rd. Map: https://goo.gl/maps/zAtCx9ZcxRVPtSY68

CLUB LIFE

My favourite **whatchamacallit** by Alan German

The Board of Directors wants to encourage members to give presentations at club meetings and, in particular, to share their experiences with a piece of software or a hardware component as part of our Members' Favourites series. While we don't yet have the next such session scheduled, please put some thought into something that you would like to showcase. As an incentive, the door prize for the evening will be a 2TB external USB drive, with a retail value in excess of \$100 and, any member (other than those on the BOD) making a presentation will be given five additional tickets for the door prize draw. Presentations for Members' Favourites should be around 10-15 minutes and, as we have seen in the past, can be on any computer-related topic, from backup software, to drawing tablets, to on-line shopping! So, give us your take on your favourite computer gizmo and multiply your chances of taking home an external USB drive! Let Lawrence Patterson, our Meeting Coordinator (meetings@opcug.ca), know your topic of choice and he will be pleased to reserve a spot in the evening's program just for you.



No more raffles

Starting in January, our monthly raffle will be replaced with a free, member-only door prize that has a higher value than those we have had in the past.

Stop by the name badge table and pick up both your name badge and a door-prize ticket. Be sure to drop off your name badge at the end of the evening.

Hog's Back Bridge closed for repairs

This is a reminder to our members west of the Rideau River that the Hog's Back Bridge is **closed for repairs** until May 2020. There are other bridges that cross the Rideau River such as the **Heron** and **Hunt Club** bridges north and south of the church and the **Vimy Memorial Bridge** further south.



[Click map to view larger](#)

Managing Email Addresses *(continued from page 1)*

	A	B	C	D	E
1	First Name	Last Name	Display Name	Primary Email	
2	Alan	German	Alan German	alan.german@opcug.ca	
3	Mark	Cayer	Mark Cayer	mark.cayer@opcug.ca	
4	Jocelyn	Doire	Jocelyn Doire	jocelyn.doire@opcug.ca	
5	Chris	Taylor	Chris Taylor	chris.taylor@opcug.ca	
6					

Figure 1: Desktop Contacts

Note that I have deleted the original Col D (Nickname) and all of the column titles for Col E (which was Secondary Email) and the subsequent columns since I have no use for any of these data fields.

The next step is to transfer the data for the address book for the laptop to the working spreadsheet. Let's again take a very simple example involving the contacts shown in Figure 2.

	A	B	C	D	E
1	First Name	Last Name	Display Name	Primary Email	
2	Alan	German	Alan German	alan.german@opcug.ca	
3	Brigitte		Brigitte	brigitte.lord@opcug.ca	
4	Chris	Taylor	Chris Taylor	chris.taylor@opcug.ca	
5	Workshop		Workshop	workshop2019@opcug.ca	
6					

Figure 2: Laptop Contacts

To combine the contacts from the laptop with those from the desktop, we simply have to copy the block of data shown in Figure 2 into the temporary worksheet, pasting these data immediately below the contacts from the desktop.

In our exemplar case, there are relatively few entries, and it would be a simple matter to highlight the relevant cells and then copy (Ctrl-C) and paste (Ctrl-V) all the records into the working spreadsheet. But, suppose we were dealing with hundreds of contacts, such that scrolling up and down the sheet wouldn't be a very efficient method for capturing the required data. In such a case, we could use a number of keyboard shortcuts.

For example, I only use the data fields First Name, Last Name, Display Name, and Primary Email. And, there is always an entry for the Primary Email (or there wouldn't be much point in storing the contact!). This latter consideration is important because, typically, keyboard shortcuts assume that the data are contiguous, i.e. there are no blank cells in the range of data elements.

For the laptop's addresses (Figure 2), I want to capture the block of data with all of the contacts on the worksheet but without the column titles (since these are already in the first row of the temporary worksheet). Consequently, I need to select the group of cells from Cell A2 to Cell D5.

Using keyboard shortcuts, just as if I was dealing with several hundred rows of data, I select the first cell with an actual Email address (D2). I now press Ctrl-Shift-Down arrow which selects all of the cells containing Email addresses (D2-D5). Next, I press the F8 function key which activates Excel's extend mode (extend the selection), and use Ctrl-Left arrow to move across to the extreme left of the sheet (i.e. Col A). This has the effect of selecting all of the contact data from Cell A2 through Cell D5. Now, I can use Ctrl-C to copy the selected block of cells to the clipboard.

A similar process can be adopted in the temporary worksheet (Figure 1). I select the first cell in Col D (Primary Email) and, this time use Ctrl-Down arrow (no shift) to go to the bottom of the column of data. I use the Down-arrow key to move to the first blank row below the existing data, and then Ctrl-Left arrow to move across to Col A. Now, I simply use Ctrl-V to paste the collected address records below the personal address book records.

(Continued on page 5)

Managing Email Addresses *(continued from page 4)*

The use of the keyboard shortcuts sounds quite complicated, but the steps are obvious when they are performed on actual worksheets since the results of each keystroke are visible on the screen. Obviously, these shortcuts are not necessary when dealing with limited amounts of data (such as in our trivial example), but they can be invaluable if the number of rows and columns in use runs to the hundreds or thousands. (A friend actually has an application which uses hundreds of thousands of rows of data. Needless to say, he uses these keyboard shortcuts to navigate around his worksheet!)

The result of combining the records is shown in Figure 3. Note that the entry for my contact information is duplicated in Rows 2 and 6, and that for Chris is duplicated in Rows 5 and 8.

	A	B	C	D	E
1	First Name	Last Name	Display Name	Primary Email	
2	Alan	German	Alan German	alan.german@opcug.ca	
3	Mark	Cayer	Mark Cayer	mark.cayer@opcug.ca	
4	Jocelyn	Doire	Jocelyn Doire	jocelyn.doire@opcug.ca	
5	Chris	Taylor	Chris Taylor	chris.taylor@opcug.ca	
6	Alan	German	Alan German	alan.german@opcug.ca	
7	Brigitte		Brigitte	brigitte.lord@opcug.ca	
8	Chris	Taylor	Chris Taylor	chris.taylor@opcug.ca	
9	Workshop		Workshop	workshop2019@opcug.ca	
10					

Figure 3. Combined contacts

Now, I use the built-in feature of Excel that will remove duplicate entries. First, I select any cell in the range of the contact data, e.g. Cell A1. Next, I navigate to Data – Remove Duplicates which brings up a dialogue box. All of the columns in use are selected by default and I can check the box labelled “My data has column headers” to show the actual column titles. Pressing OK launches the process and produces a message box indicating “2 duplicate values found and removed, 6 unique values remain”. The original Rows 6 and 8 have now been removed, leaving the column titles in Row 1 plus the six unique contact entries.

Now it’s a simple process to scan through the individual records, add any missing information (such as Brigitte’s surname), and delete any entries that are no longer required (perhaps the entry for Chris as he is a pretty disreputable character!)

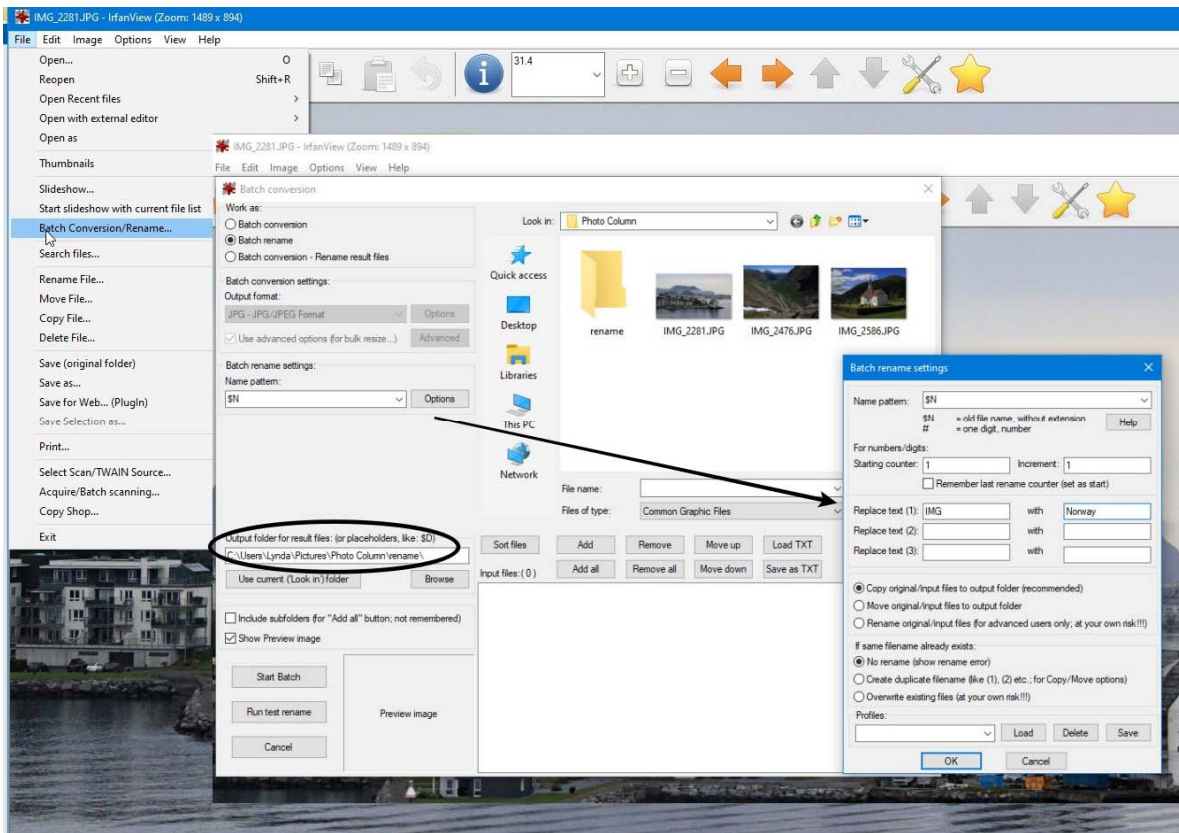
But seriously, once all the duplicate data have been removed, it’s pretty easy to clean up what remains. And, now I am left with a shiny new – and complete – set of contacts which can be stored as a CSV file and imported to each instance of Thunderbird on both my desktop and laptop computers.



Renaming photo files by Lynda Buske

Most of us have at least a decade's worth of digital images. If you are loyal to one camera brand, they may all have the same prefix such as IMG and eventually the numbers start repeating. This can happen for example, when you buy a new camera from the same manufacturer or when your camera resets after reaching its maximum number. As well, having non-descript names such as IMG_2813.JPG can make it more difficult to find specific photos you are looking for.

With free software such as Irfanview (<https://www.irfanview.com>), you can rename an entire batch of photos and minimize the number of duplicate names. To do this, simply use the option to replace the text in your file name from say "IMG" to something more descriptive such as "Norway". So IMG_3440.jpg becomes Norway_3440.jpg, probably making it unique and more descriptive on your system. If not, refine the prefix to perhaps "Norway 2018".



Another option is to assign each image a sequential number, starting at whatever number you wish. This may be handy when you are mailing or posting photos and wish to keep the conversation simple. If you shoot with more than one brand of camera/cell phone/tablet, they will likely have different naming conventions. So instead of, "wdyt of photo 20190916_085901 versus IMG_5990?", you can ask, "wdyt of photo 1 versus photo 2?"

Editor's Note: This article marks the first in a series of tips on using digital cameras in conjunction with personal computers. Lynda regularly provides such information as part of OPCUG's series of presentations at branches of the Ottawa Public Library. She can often be seen at monthly meetings, with camera or cellphone in hand, taking shots of the club's activities for use in the newsletter and on the web site.



Word Layouts, sometimes there is a simple solution waiting for you!

By Lawrence Patterson lawrence@opcug.ca

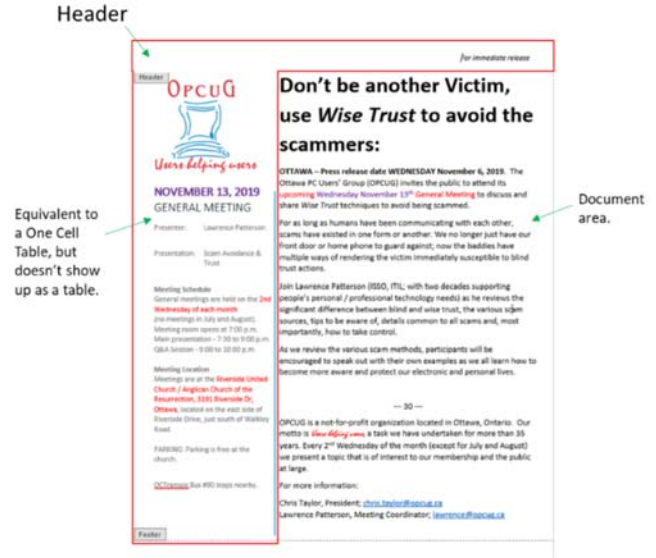
Happy 2020 and you think that I would be bored with discussing the use of Tables, though once again I'm struck by how you can utilize a Word Table to demystify, and just as important, enhance its compatibility with other programs. Whether it's using Columns (which used to be a thing) or a fancy Header / Footer setup that can causes incompatibility issues when opened with other programs such as Google Docs, Libre Office or any of the multitude of other Word alternatives, it's important to keep things simple.

THE OLD COMPLICATED LAYOUT

In looking for a press release with a distinctive format, my communications colleague provided a layout that stood out and is accepted as a professional layout for media organizations.

This format takes a header that extends the area down the left side into a separate section, that uses something close to a one cell table, though not quite. It reminds me of discovering an unsupported programming hack, which useful, could cause problems going forward.

Though this layout gets the job done, opening it up in other Word compatible programs resulted in display issues and in my case made it more difficult for my board colleagues to thoroughly review the content before it was distributed.



THE NEW SIMPLIFIED LAYOUT

Having the equivalent of a face palm moment, I realized that there is a better way to simplify the layout, keep the format unique and provide a compatible document using Table.

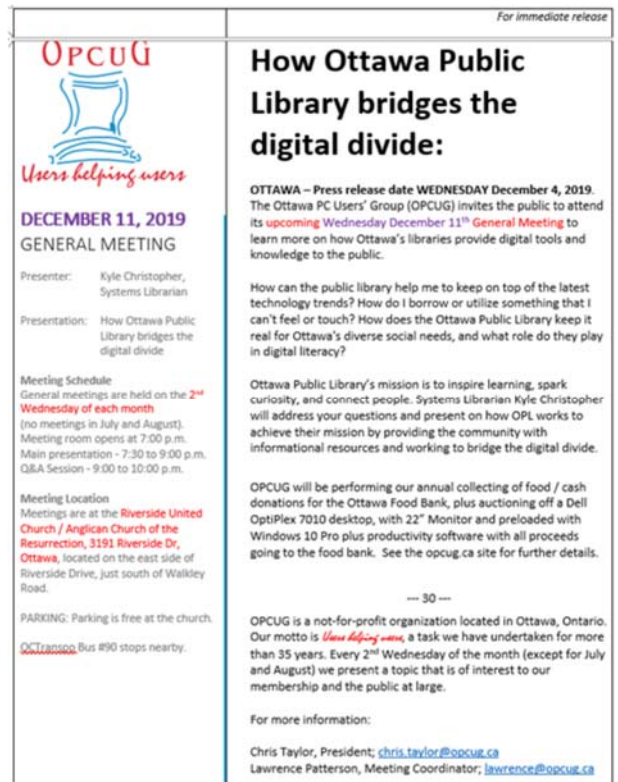
What I did next was sketch out how the Table should be laid out, which turned out to be a 4 cell Table, with the 1st row providing the distinct Header spacing and the 2nd row providing the content over two columns. Open up a separate document, creating the 2 column / row table, copying and pasting the graphic / text elements one small chunk at a time and making minor changes to the Table default formatting.

By turning on the borders (which would normally be hidden or turned off) we quickly see how the layout is maintained and the various graphic and text elements separated in their appropriate cells (note no formatting explanations needed).

Assured that everything in place, I discovered how much easier it was to edit the document for the December's press release, and there was no more fighting with Word in moving back and forth between "Header / Footer" mode and the main content.

The take away, complexity isn't always practical and whenever you find a simple method that works, use it.

Take Care.



OPCUG Free Software Guide—Part 94

Compiled by Alan German
and Jeff Dubois

This guide features an annotated list of free computer programs. The software mentioned has not been reviewed (except where noted) nor have any tests necessarily been conducted. Consequently, no guarantees are provided that the individual programs will perform as described. Rather the list of available software is provided for the information of our members who may find one or more of the programs useful.

PrivaZer

With just one click, this utility will securely delete unwanted files on your computer, including the browser's history, cache, cookies, and any temporary files. It will also conduct a smart cleanup of free space on the hard disk, removing any residual traces of old files, while recognizing the type of storage medium (e.g. SSD) and adapting the erasure algorithm accordingly. Current Release: Version 3.0.82
Web Site: <https://privazer.com>



Nitro Free PDF Reader

This PDF reader offers useful productivity features beyond the typical viewing and annotation tools most other popular PDF readers provide. View, print, email, and share PDF files. Highlight, underline, cross out, and add notes to text and pages. Web Site: <https://www.ganitro.com/pdf-reader>

Canva

Need to create a presentation but don't have PowerPoint? No problem. Canva's free presentation software gives you access to hundreds of beautifully designed layouts, perfect images, multiple fonts and colors to create presentations on any topic. Your friends and colleagues won't believe how ridiculously good your presentations look. Web Site: <https://www.canva.com/create/presentations/>

Viber for Desktop

A calling and messaging app that connects people—no matter who they are, or where they're from. Viber for Desktop is synced to your mobile account and requires an active Viber account on your mobile phone. With a free and secure connection, over one billion users worldwide communicate with their loved ones through high-quality audio and video calls, messaging, and much more. All Viber calls and chats are protected by built-in end-to-end encryption, so you can be sure that your conversations are always secure. Web Site: <https://www.viber.com>

Phototastic Collages

Create fantastic looking collages of your digital photographs. This Windows 10 app is packed with choices. Keep it simple using a classic design, or get fancy with a uniquely-designed template. Add special effects and/or text. With hundreds of options to choose from, you'll never get bored! Web Site: <https://tinyurl.com/tz84oq9>



Dopamine

An open-source audio player which makes organizing and listening to music as simple as possible. It can play multiple file formats including wav, mp3, and ogg. Runs under Windows 7, 8.x or 10 with .NET Framework 4.6.1 or higher. Current Release: Version 2.0
Web Site: <http://www.digimezzo.com/software/dopamine/>

Dual Monitor Tools

This suite of tools is for Windows users with dual or multiple monitors. It has hotkeys for moving windows around, can restrict mouse/cursor movement between screens, has an application launcher, a wallpaper creator and changer, and a screen-capture tool. Web Site: <https://sourceforge.net/projects/dualmonitortool/>

Kings Road

A role-playing fantasy game that uses just your web browser. As a Knight, crush your enemies with overwhelming force. The Archer can use his special skills to lay waste to the enemy. And, the Wizard can issue powerful magic spells to destroy the forces of evil. Team up to save the troubled lands of Alderstone! Web Site: <https://www.rumblegames.com/kingsroad/>



OTTAWA PC NEWS

Ottawa PC News is the newsletter of the Ottawa PC Users' Group (OPCUG), and is published monthly except in July and August. The opinions expressed in this newsletter may not necessarily represent the views of the club or its members.

Member participation is encouraged. If you would like to contribute an article to Ottawa PC News, please submit it to the newsletter editor (contact info below). Deadline for submissions is three Sundays before the next General Meeting.

Group Meetings

OPCUG meets on the second Wednesday in the month, except July and August, at the Riverside United Church, 3191 Riverside Drive, Ottawa. Parking is free at the church. OTranspo bus #90 stops nearby. Details at <https://opcug.ca/regmtg.htm>.

Meetings are 7:30–9:00 p.m. followed by a Q&A Session until 10 p.m.

OPCUG Membership Fees: \$20 per year
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How to get the OTTAWA PC NEWS by e-mail



Here's how to get the OPCUG newsletter by email:

Create a Google Account

Any valid email address can be used as a Google Account. Pick an email address you want to use and browse to <https://accounts.google.com>. Click *Create account* and follow the instructions.

Make sure your new Google Account is functioning properly by going to <https://accounts.google.com> and signing in.

Sign up for the OPCUG Google Groups

Browse to <https://groups.google.com>. If you are not signed into your Google Account, click the *Sign in* button at the top.

1. In *Search for groups or messages*, type *OPCUG*. The top of the search results will show Groups matching OPCUG. Click on *See all 3*.

2. Click on *OPCUG-Newsletter*, then click the *Join group* button. In the resulting dialog box, you can opt to change some preferences, such as;

- If *My display name* shows as your email address you can change this to something like *firstname lastname*
- Email preferences can be changed to only send daily summaries or not email you at all when new postings are made (meaning you must manually check at the web site to see if there are any new postings)

3. Click the *Join this group* button.

4. You will then see the list of postings that have been made to the group. Click on any entry to see the actual posting.

More detailed instructions on how to join this and other OPCUG Google Groups are found here:

<https://opcug.ca/GoogleGroups.html>

There are no issues of the newsletter published in July or August.