



OTTAWA

PC NEWS

Volume 37, Number 5

May 2020



and



Is isolation due to Covid-19 getting to you? Do you have a burning computer-related question that you just can't get answered? Are friends and relatives bugging you to fix their computer bugs? Have you discovered a gem of a computer program that you can't wait to share? Do you miss the banter, camaraderie – and the beer! – at *The Moose* after OPCUG's monthly meetings? If any of these are an issue for you, we may just have the solution.

In recent months, there have been lots of questions, and many suggested solutions, at the Q&A sessions following our monthly meetings. And, many members have joined the group of OPCUG stalwarts at the pub for further discussion over a pint. With the restrictions imposed by the current pandemic, we aim to extend such gatherings by hosting a virtual Q&A session over a Zoom video-conference on Wednesday evenings – that's every Wednesday evening, not just once a month!

We have also heard that virtual happy hours are all the rage these days. So, our virtual Q&A sessions will be concurrent with an option to DYOB – Drink Your Own Beer! (You knew that pint of beer was in there somewhere, didn't you?)

If you have any specific questions, want to demonstrate a favourite program, or discuss a new hardware gizmo, let us know ahead of time so we can think of a solution or schedule a spot for you. Send us the details in an E-mail message to SuggestionBox@opcug.ca.

So, consider joining us each Wednesday evening, starting at 7:30 pm, for a 40-minute Q&A session. Your pesky friends and relatives are also welcome! **Our first virtual session will be on Wednesday, April 29th.** Just point your browser to <https://zoom.us/j/92495560898>. (And don't forget the option to DYOB!)

*Editor's note: The Zoom link above (<https://zoom.us/j/92495560898>) will be the same for all weekly Q&A meetings. However, if there is a need to change the link or if there is a cancellation, this will be communicated through the **OPCUG-Announcements** list. If you are not subscribed to this list, the instructions are at: <https://opcug.ca/google-groups-how-to/>.*



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Next Meeting: WEDNESDAY, May 13th, 2020

Next Meeting

Wednesday, May 13th
via Zoom video conference.

Video conference link to follow at:
<https://opcug.ca/events/chromebook-is-this-the-future/>



Topic: Chromebook, is this the future?
Speaker: Lawrence Patterson

Why are Chromebooks the darling of Education providers? What's the allure of buying an "Internet Computer" that can't hold a candle to either a MAC or Windows computer and how is it that it is severely put down by professionals? Lawrence will discuss the history of Chromebooks and what was Google's original sales pitch versus the sales growth and excitement it generates currently.

Though a Windows person from the get go, Lawrence will explain why he keeps his Windows convertible shelved, traded his Android tablet for a Chromebook convertible and how he uses the system to provide a reliable data entry device that is enjoyable to use.

In addition, we'll explore what options / models there are, how they compare to the Windows equivalents, Google's very public support policy, and what a Chromebook can't do, no matter how hard you try (though, who knows, the impossible may be possible).

Coming Up...

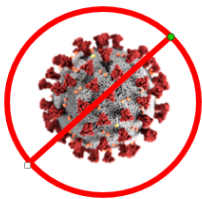
June 10th

Speaker and Topic: TBA

NOTE: Because COVID-19 physical distancing measures are likely to extend into June, our annual **Pizza Night** has been rescheduled to **September 9th**.

September 9th

Annual **Pizza Night** (to be confirmed)
Speaker and Topic: (TBA)



OPCUG Anti-Virus Measure

Due to a reduction in member services as a result of COVID-19, all memberships in good standing as of March 31, 2020 have been automatically extended one year from their current expiry date. So, you don't need to submit a membership payment until you receive your next renewal notice. The Board of Directors thanks members for their patience & understanding in these difficult times.

For additional details and updates on meetings, visit <https://opcug.ca/#upcoming>.

2020 CALENDAR

Meetings	Date	Time and Venue
OPCUG General Meeting	Wednesday, May 13 th	7:30 p.m. via video conference. Video conference link to follow at: https://opcug.ca/events/chromebook-is-this-the-future/
Q&A Session	Wednesday, May 13 th	Immediately following the OPCUG General Meeting. (approx. 9 pm)
Beer BOF (Wing SIG East)	Wednesday, May 13 th	10:00 p.m. (after the Q&A) at Moose McGuire's , 3320 McCarthy Rd. Map: https://goo.gl/maps/zAtCx9ZcxRVPtSY68

CLUB LIFE

Video-conferencing of meetings *by Chris Taylor*

The April meeting of the OPCUG was held over Zoom video-conferencing and was a success. Thirty-six people attended, which was lower than I expected. I wonder whether some avoided the meeting due to recent concerns about the security and safety of using Zoom.

The web is full of “experts” happy to tear Zoom to shreds and make inane remarks like “Zoom is malware.” The board of directors evaluated the criticisms aimed at Zoom prior to the April meeting. Much of the criticism centres around default options that are inappropriate for *private* video-conferences.

The board wants anyone, including the public, to be able to join OPCUG meetings and actively participate. As such, it doesn’t make sense to have the video-conference password-protected and encrypted. There is no point in having a “waiting room” where attendees have to be approved before joining; we *want* to have people attend that we don’t know. It makes no sense to “Never share the meeting ID”, or lock the meeting once all those expected have joined.

There are risks that can’t be completely mitigated, regardless of the technology we use. For example, it is possible for a nefarious character to find out about our video-conference, join it, and disrupt things by displaying inappropriate content on their webcam or in the chat window. We will be on guard for abuses and react as quickly as possible to remove the disturbance. Hopefully we will never need to take such steps.

As long as you are not discussing top-secret issues (in which case you probably shouldn’t be using *any* video-conferencing platform) Zoom has features to adequately secure video-conferences. For the OPCUG’s use-case, the risks (which can’t be eliminated on *any* video-conferencing platform) will be accepted as manageable.

If you have concerns, please feel free to reach out to me directly at chris.taylor@opcug.ca.

Membership Survey

OPCUG’s Board of Directors wants to know what you think about the current activities of our club and obtain your ideas for the future. To this end we have developed a brief, 12- question survey that we will be asking all members and subscribers to our Google Group forums to complete.

On April 22nd an invitation to complete the survey will be sent to the E-mail addresses of record for all OPCUG members and any non-member subscribers to our public Google Groups (OPCUG-Newsletter and OPCUG-Announcements).

The survey can be completed anonymously; however, participants will have the option of asking to be contacted by a member of the Board of Directors to discuss any specific issues or suggestions. Obviously, if you wish to take advantage of this option, you will need to supply your E-mail address and/or your telephone number as contact information.

The participation of as many members and subscribers as possible is important if we are to obtain an accurate overview of people’s opinions. To thank participants in the survey we will hold a prize draw. Once again, you will need to provide your E-mail address if you wish to be included in this draw.

If you wish to remain anonymous, leave the two questions requesting contact information blank. However, please be assured that all personal information collected as part of the survey will only be used for the stated purposes. Once the survey has been closed, the list of respondents’ E-mail addresses and/or telephone numbers will be deleted.

As noted, your input is important. The survey is just 12 questions, with most responses being simple radio buttons and check boxes. It should take you less than 5 minutes to complete. Please help your Board by filling out the survey when you receive it. And – good luck in the prize draw!

Google Forms

Ottawa PC User Group (OPCUG)

Membership Survey

Please complete this brief (12 questions) survey on your impressions of the club.

1. How long have you been an OPCUG member?

- ☐ Less than one year
- ☐ 1 - 5 years
- ☐ 6 - 10 years
- ☐ 11 - 15 years
- ☐ 16 - 20 years
- ☐ Over 20 years

MS OFFICE TOOL TIPS



PowerPoint “Slide Master” Part 3 (The How, 1st steps)

By Lawrence Patterson lawrence@opcug.ca

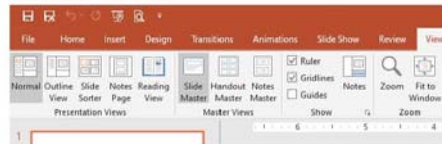
Here’s were the rubber hits the road. This month we’ll implement the basics of a “Slide Master” and next month we’ll work on finessing our base setup to allow for the efficient setup of the presentation. Without getting into the argument as to whether the layout or the content is done first, separating the two steps helps your creative juices to shine.

One comment, whatever template or theme you choose, use them as a starting point and don’t copy the template / theme as is (thereby losing the uniqueness of your work). Leverage the previous expert setup and tweak to your vision.

1. Start PowerPoint with a Blank Presentation.

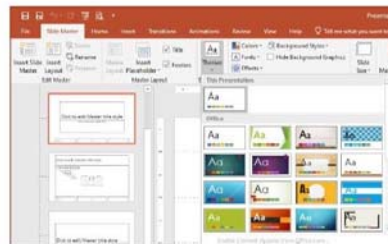


2. Click on View, “Slide Master”.



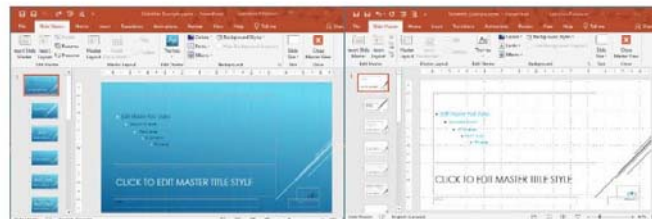
3. Now we’ll select the Theme.

- a. Note: if you have a background image in mind select a Theme that uses a similar colour / look so that the assigned “Theme Colour” is appropriate for your presentation;
- b. I selected “Slice” theme (3 down, 1st column) for my created OPCUG background.

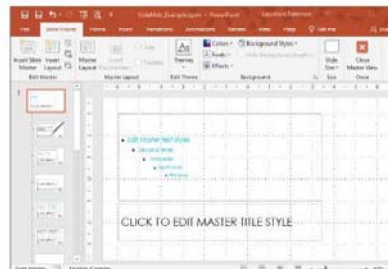


4. With the “Slice” theme selected, I’m going to start editing the background.

- a. Start by clicking on the top / “Slide Master” to have it selected, then at the toolbar click on “Background Styles”;
- b. Select Style1 or White / no background (see right side screen shot for end result).
 - i. *At this point you can quickly explore the various backgrounds offered in case you find something more appealing.*



5. While still on top / “Slide Master” I wasn’t enamoured with the line art and the other text boxes and I deleted them.
 - a. Note how it removed the same objects from 3rd / Content layouts and those below, but not the 2nd / Title Slide layout (more below on the differences between the layouts).
 - i. *Hover your mouse over the layouts on the left-hand side to see the descriptions.*



Continued on next page

Slide Master *Continued from previous page*

6. Moving to the 2nd / “Title Slide Layout” we’re going to start updating what is actually the 1st slide seen during the presentation. First off, I’m going to delete the unnecessary objects (as you can see in the right screen shot).
 - i. *You have the choice of selecting by holding down your left mouse button and dragging to surround object(s) or you can hold down the shift key and select multiple objects.*



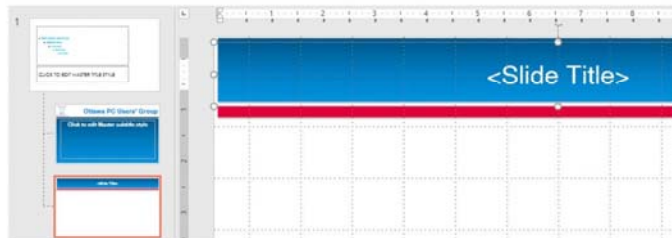
7. To get to the right screen shot (note the difference in the layouts presented on the left side) I did the following:
 - a. Brought in my background graphic and resized it to fill the slide from left to right;
 - b. Moved / resized the title section;
 - c. Moved / resized the subtitle section.
 - i. *Remember to use your mouse to select the appropriate object, as the bluish background is an object that is too easy to move by mistake (don't worry if you do, Ctrl-Z will bring things back into place and try again).*



8. To get to the end result for my slide's title page, I had to do the following:
 - a. Edit the font properties to turn off all Caps;
 - b. Change the font to Helsinki and adjust height and colour;
 - c. Do the same steps for the subtitle;
 - d. Add the OPCUG logo.
 - i. *Though still in “Slide Master” mode, you have to move between different menus to get the effect you’re looking for.*



9. With the Title layout done, I've deleted the other layouts (as I do animations many of the layouts are of no interest) and selected the blank layout.
 - a. Next, I removed the unneeded objects;
 - b. Then, I added in my remaining graphics / text objects, resizing as appropriate.
 - i. *The usual reminder, **don't forget to save** while you're making these updates.*



10. Once you click on “Close Master View” you have the following result ready for content.
 - i. *The left side screen shot is “Title Slide”, right screen shot is the 1st of many “Content Slides”.*



THROUGH THE LENS

A guide to digital photography for computer enthusiasts. After the click of your camera, you're only half done!

Understanding Depth of Field

by Lynda Buske

Depth of field simply represents the distance between the nearest and farthest objects in your photo that are in acceptable focus. You may or may not like the depth of field chosen by your camera while in the automatic setting but you can easily take control by moving the dial to the aperture (f-stop) priority setting (A or Av on the dial). A low number aperture (large opening) creates a short depth of field whereas a high number (small opening) creates a long depth of field. With a short depth of field, part of your image will be in soft focus whereas with a long depth of field, typically all parts of your image will be in focus from the foreground to infinity. There is no right or wrong here; it is simply your preference for each photo. While shooting, I frequently change my depth of field by adjusting the aperture to get a particular effect. I may want a long depth of field for a landscape with foreground but then a short one for portraits or photographing flowers where a nice soft background (bokeh) keeps your eye focused on the subject.

If you zoomed to a distant object, keep in mind the depth of field is shorter than if you are not not zoomed at all. For example, with one of my cameras, when zoomed all the way with an aperture of f/8 (my smallest aperture) and focused on a point 100 feet away, the image will be sharp from 75ft to 150ft. When I'm not zoomed at all (widest angle), my depth of field ranges from 2ft to infinity.

Another effect on depth of field is the distance to the point of focus. The rule is: the farther the point of focus, the larger the depth of field. So like the example above, if the point of focus was at 50 feet instead of 100 feet, and you were zoomed all the way, only those objects from 48ft to 54ft would be sharp.

When zooming, it can be hard to hold the camera steady so a wide aperture will allow more light resulting in a faster shutter speed and less camera motion. However, the wider aperture reduces the depth of field. This can be a good technique for shooting distant animals or birds but make sure you focus exactly on the creature or your camera may end up focused on the leaf behind instead!

If you find later that you did not get the depth of field you wanted there are some photo editing adjustments that can be made on your PC using masking in conjunction with various effects. I will cover this in a future article.

In the automatic setting, your camera decides what is the optimal aperture and shutter speed combination for each photo. When you want to override this using aperture priority setting (A or Av), *you* are choosing the tradeoff between depth of field (aperture) and shutter speed. By opening the aperture wide you get more light, faster shutter speed and shorter depth of field. By closing the aperture tight you get less light, slower shutter speed but greater depth of field. Experiment with different settings to see what effects you get for any particular scene. You may think you need an aperture of f/16 for a long depth of field but depending on the composition of your photo, you may only need an aperture of f/8 which will give you a faster shutter speed. [If you need an even faster shutter speed, you can also adjust the ISO setting which I will cover in a later article.] It takes a bit of practice to get to know how to use aperture settings to your advantage. Try shooting an entire day in aperture priority so it becomes second nature to make the adjustments. You may never go back to auto!

Aperture priority setting (A or Av)



Short depth of field

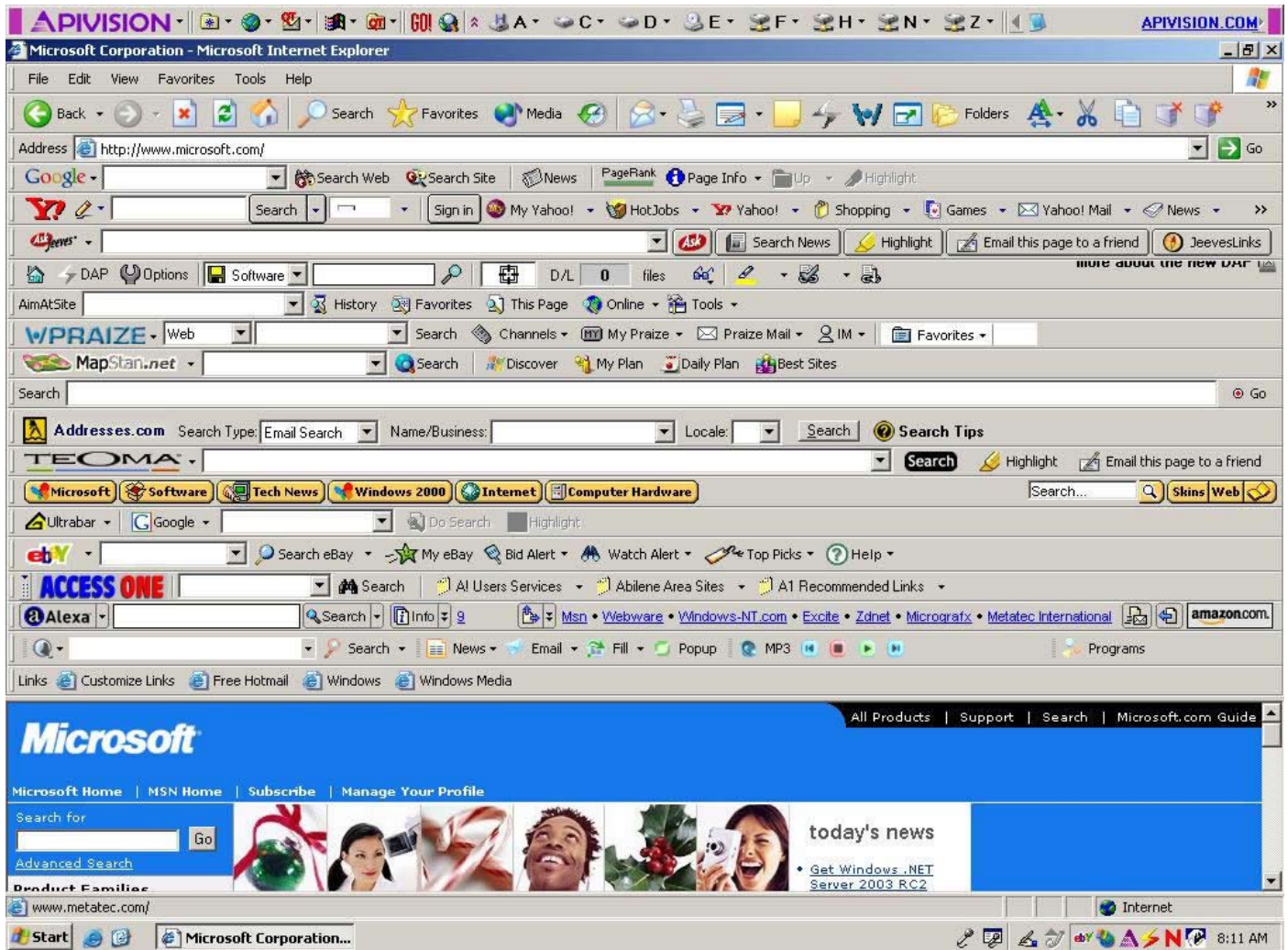


Long depth of field



Lynda regularly gives presentations for the OPCUG at the **Ottawa Public Library** (<https://opcug.ca/opl-presentations/>). This article is also in PDF format on the OPCUG website (<https://opcug.ca/digital-photography/>).

Too Many Toolbars



And they wondered why the Internet was slow

Image by [Abraham Williams](#) under [Creative Commons license](#)

Quick Tip 01: Reopen closed browser tabs *by Chris Taylor*

Did you ever accidentally close a tab in your browser? Sure, you can get it back by whatever means you used to get the tab in the first place. Or you can go to your browser's history function to get it there.

Or you can press Ctrl-Shift-T. This reopens the last tab you closed, even if you have done other things in your browser since closing the tab. Press Ctrl-Shift-T repeatedly to reopen multiple closed tabs.

Not only that, but the ability to reopen closed tabs even survives restarting the browser – if you are not using Edge or Internet Explorer. Hopefully, the new Edge browser built on the Chromium engine will also support this functionality.

*Editor's note: Chris has many more **Quick Tips**. Look for them in future newsletters.*

OPCUG Free Software Guide—Part 98 Compiled by Alan German

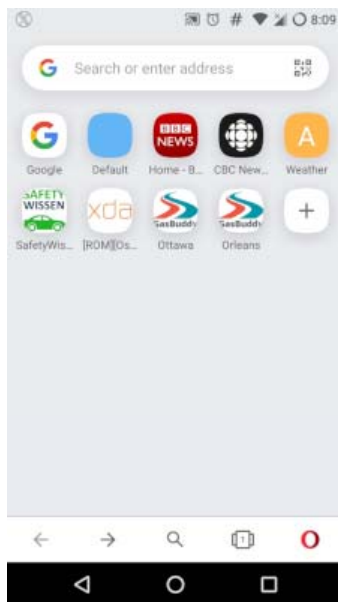
This special issue features an annotated list of free software for Linux and Android systems. All of the software mentioned has been in regular use by the author; however, no guarantees are provided that the individual programs will perform as described. Rather the list of applications is provided for the information of our members who may find one or more of the programs useful.



Opera browser with free VPN

The features of this Android version of the Opera web browser include multiple tabs and options to block ads or activate a built-in VPN. One other really useful feature is “Speed Dial” where links to frequently-used web sites can be posted as icons, together with a Google search bar.

Web Site: <https://tinyurl.com/yx73oroo>



K-9 Mail

A highly-customizable, open-source, Android, mail client that supports both POP and IMAP servers, multiple accounts, multiple mail folders, and much more.

Current Release: Version 5.600

Web Site: <https://tinyurl.com/y3nrv9fp>

Fongo - talk and text freely

Save money on your cellphone bills by using Fongo over your Wi-Fi connection with unlimited calling across Canada.

Current Release: Version 3.10.17.64

Web Site: <https://tinyurl.com/smm2urb>

Linux Mint

This Ubuntu-based Linux distro is developed by Clement Lefebvre and his team. The current release is a long-term support (LTS) version that will receive updates through 2023. The desktop environment in the Cinnamon version will be quite familiar to users of that “other” operating system!

Current Release: Version 19.3 (Tricia)

Web Site: <https://linuxmint.com>



Cinnamon Desktop in Linux Mint 19.3

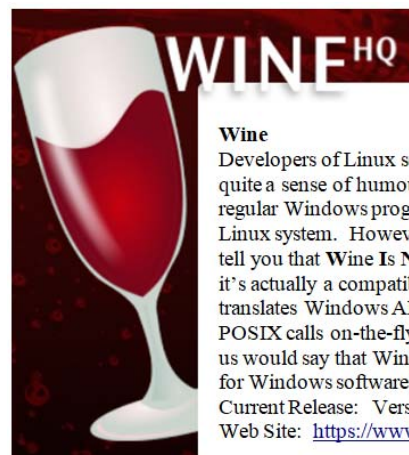
Notepadqq

Linux has lots of text editors but Notepadqq offers multiple tabs and specific support for multiple programming languages.

Users of Windows will find the same features as Notepad++

Current Release: Version 1.4.8

Web Site: <https://notepadqq.com>



Wine

Developers of Linux software have quite a sense of humour. Wine allows regular Windows programs to run on a Linux system. However, purists will tell you that Wine Is Not an Emulator; it's actually a compatibility layer that translates Windows API calls into POSIX calls on-the-fly. But, most of us would say that Wine is an emulator for Windows software!

Current Release: Version 5.0

Web Site: <https://www.winehq.org>

OPCUG Free Software Guide—Part 99

Compiled by Alan German

This special issue features an annotated list of free software for Linux and Android systems. All of the software mentioned has been in regular use by the author; however, no guarantees are provided that the individual programs will perform as described. Rather the list of applications is provided for the information of our members who may find one or more of the programs useful.

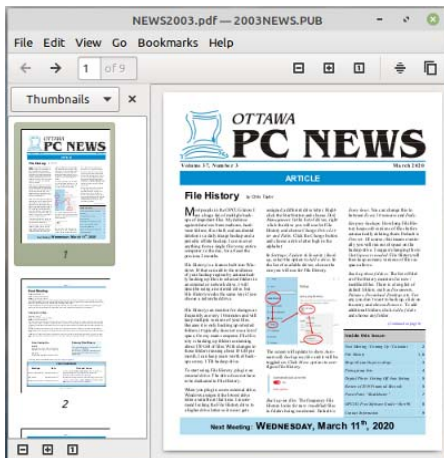


Okular

A PDF viewer for Linux systems with options for thumbnails

Current Release: Version 1.9

Web Site: <https://okular.kde.org>



Back In Time

Back In Time is a graphical front end to rsync and stores snapshots as backups of selected files and folders on your Linux system. The timing and the number of snapshots that are retained can be customized. Restoring any given file, or multiple files, from any of the stored backups is a snap!

Current Release: Version 1.2.0

Web Site: <https://github.com/bit-team/backintime>

Sophos Intercept X for Mobile

Use Sophos Intercept to protect your Android system and data files from all types of malware.

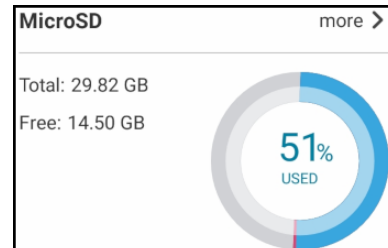
Current Release: Version 9.5.3225

Web Site: <https://tinyurl.com/r2sg2s7>

File Manager

Check your disk space usage, select files by category, or view the contents of individual folders with this graphical file manager from Asus.

Web Site: <https://tinyurl.com/yxdws7d8>



Just Reminder with Alarm

Set reminders on your Android device for just about anything, such as OPCUG meetings, appointments, and bill payments. Use in-advance alerts to make sure that you don't miss a thing.

Current Release: Version 2.4.6

Web Site: <https://tinyurl.com/tydqzj4>

MapFactor GPS Navigation Maps

Use Navigator with free off-line maps from OpenStreetMaps for most countries around the world. Receive turn-by-turn, voice instructions on your smartphone without the need for an Internet connection. Includes speed limit and camera warnings.

Web Site: <https://tinyurl.com/y6apacw6>



Software Data Cable

Can't find that phone cable? Don't know which file transfer software you need? Easily transfer files to and from your smartphone and PC using just an FTP client and a Wi-Fi connection.

Current Release: Version 7.1

Web Site: <https://tinyurl.com/qo7a5kz>

GSam Battery Monitor

Is your phone's battery running down much too quickly? Hunt down any battery draining apps, or check on the charging/discharging rates with GSAM's highly customizable charts.

Web Site: <https://tinyurl.com/rdt92m8>

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/venue/>.

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/google-groups-how-to/>

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