



# OTTAWA

# PC NEWS

Volume 38, Number 5

May 2021

## ARTICLE

### Setting Up a New Computer – First Things First

by Alan German and  
Chris Taylor

So, you took the plunge and purchased that shiny new computer full of all the latest gizmos. Now, you have the new machine at home and are wondering just where to begin exploring your latest toy. But wait, there are probably lots of things that you should do to streamline the experience and ensure that your new computer is secure against all perils. So, spend a little time and effort up-front to setup your new computer before you expose it to any great extent to the ravages of the Internet.

#### Maintenance Log

One item that can prove to be immensely useful for future work on your new machine is to keep a maintenance log. This can take the form of a simple document with notes on the initial setup configuration, followed by a running history of items such as updates that are made to various software packages, and tweaks that have been applied to specific configuration files.

Some really important information that should be recorded at the top of such a maintenance record includes the make, model and serial number of the computer; where the computer was purchased; warranty details; the version of the operating system in use and its product (activation) key; and similar details of any proprietary software that has been purchased and installed on the machine. Who hasn't filed such paperwork away somewhere only to find that, when it's needed, you have no idea where it is located? Or, even worse, you discover that your significant other has "helped" by tidying up (i.e. throwing out) all those old and obviously useless records!

Since we are dealing with a computer system, the obvious solution is to retain all this information in an electronic file, and maintain a record of the changes to the system over time. Note that it's important to keep an up-to-date copy of your maintenance log on a disk drive other than the main hard disk on the computer. If you experience a major failure – of either the disk or the operating system – those

activation codes, etc. may prove to be necessary in any recovery effort.

Our suggestion is to maintain the records in a word-processing document and store the file on a dedicated data drive that is backed up on a routine basis. As an example, an extract from such a file is shown in Figure 1.

Note that coloured highlighting can be used to identify specific items of interest and any important changes to the system. In the sample listing, yellow highlighting is used to indicate a disk image that is currently stored on a backup drive so that this is readily identifiable in the event that recovering the system might be necessary at some point in the future. Such highlighting is removed when the backup image has been superseded and eventually deleted. Similarly, green highlighting marks the installation of a major feature update to Windows.

(Continued on page 8)

#### Asus T100 Maintenance Log

Model No. T100TA-DH12T-CA  
Serial No. E4N1BCxxxxxxxxxx  
Purchased: Computers-R-Us  
Date 29-Jul-2014  
Warranty: 1 year parts & labour, on-site  
Microsoft Windows 8.1  
Product Key: 3VBMR- yyy-yyy-yyy-yyy  
Microsoft Office Home & Student 2013  
Product Key: JFCH6-zzzz-zzzz-zzzz-zzzz  
F2 to enter Setup

...

#### 17-Jun-19

Updated Macrium Reflect to Version 7.2.4325  
Created MyPassport\z\_images\t100\t100\_full  
hard\_disk\_17-jun19-00-00.mring (Macrium)  
Windows – May update to Windows 10 Version 1903  
Updated FreeFileSync to Version 10.13; KeePass to  
Version 2.42.1; LibreOffice to Version 6.2.4.2; and  
Notepad++ to Version 7.6

Figure 1 Example of Entries in a  
Maintenance Log File

#### Inside this issue:

Next Meeting / Coming Up / Calendar	2
Setting Up a New Computer	1, 8
Speakers Wanted!	3
Secretary's Report 2020/2021	4-5
Cell Phone Photography	6-7
Want to earn some money?	7
Contact Information	9

Next Meeting: **WEDNESDAY, May 12<sup>th</sup>, 2021**

## Next Meeting

Wednesday, May 12th, 2021

This meeting will be via Zoom video conference (connection details below).

**Topic:** [Typography](#)

**Speaker:** Chris Taylor, OPCUG

Typography—the art and technique of arranging type—has been around for thousands of years and is constantly evolving. Good typography makes it easy to read and can be eye-catching. Bad typography can be distracting and hard to read.

Chris will outline the somewhat arcane terminology used. He will discuss some of the historical significances of type. Then he will delve into the subjective nature of choosing typefaces: what makes a typeface more or less readable, how and when to combine multiple typefaces, what emotions are evoked in readers, and how to avoid common faux pas.

The Zoom link will be live at 7:20 pm. Join us at <https://tinyurl.com/opcug-meeting>.

The above link includes the meeting ID and password. However, if you are ever prompted for the information, use:

Meeting ID: **924 9556 0898**

Password: **opcug**

There will be a Q&A session after the regular meeting at approximately 9 pm and on the same video conference. Everyone is welcome to attend Q&A sessions and to ask questions about their specific computer-related problems.

type can be  
elegant  
easy to read  
**bold**  
eye-catching  
emotive  
...and beautiful

## Coming Up...

June 9th

**Topic:** [Origins of EdTech](#)

**Speaker:** Mariana Ludmila Cortés, CEO, One Laptop Per Child

The term EdTech has become commonplace, particularly in recent years when digital technology is more available to children. Few people know its history and how it originated.

September 8th

**Topic:** [Members' Favourites](#)

**Speakers:** Members of the Ottawa PC Users' Group

The best presentation given by a club member (BOD members are excluded) will win a 2TB portable USB drive! The winner will be the "people's favourite" as determined by a real-time, online poll.

October 13th

**Topic:** [History of the Digital Revolution](#)

**Speaker:** Bob Walker, OPCUG

We'll have a look at the development and evolution of personal computers, the internet, email, social media, smartphones, e-commerce, digital cameras and more.

November 10th

**Topic:** [Security Layers](#)

**Speaker:** Tom Trottier, OPCUG

There is no magic security bullet, no single protection against others trying to scam you, ransomware you, or steal your identity. What you can do is what people do in the winter: put on layers.

**Don't forget our weekly Q&A sessions on Wednesdays. Details at <https://opcug.ca/events/qa-weekly-session/>. Everyone is welcome.**

All scheduled **regular monthly meetings**, **weekly Q&A sessions**, and **OPCUG@OPL presentations** are posted on our website at <https://opcug.ca/#upcoming>. All events are via video conference until further notice.

## 2021 CALENDAR

Meetings	Date	Time and Venue
Regular Monthly Meeting	Wednesday, May 12 <sup>th</sup>	7:30 pm via Zoom video conference: <a href="https://tinyurl.com/opcug-meeting">https://tinyurl.com/opcug-meeting</a> To see all scheduled events, visit <a href="https://opcug.ca/#upcoming">https://opcug.ca/#upcoming</a>
Q&A Session	Wednesday, May 12 <sup>th</sup>	Immediately following the Regular Monthly Meeting. (approx. 9 pm) on the same video conference.
Beer BOF (Wing SIG East)	Wednesday, May 12 <sup>th</sup>	Enjoy a cold brew or other beverage in the comfort of your home during the video conference.

## CLUB LIFE



### Speakers Wanted!

The club's meeting programme has been set until the end of the current "season" (June, 2021). We are now looking to the fall and the cupboard is bare. Topics on any aspect of computing are required – and speakers to give presentation on those topics!

What sorts of issues would you like to hear about this fall at our regular monthly meetings and the weekly Q&A sessions? The club's Board of Directors welcomes all your suggestions.

Also, do you know of any individual or group who would be prepared to make a presentation to our club? Identifying speakers is challenging for the small team of individuals who work

to bring the meeting programme to you. Any assistance that you can offer in this regard would be doubly welcome.

Perhaps you have a specific computing interest that other club members would find informative, useful, and/or entertaining. Do you run a local area network on your home system? Does it include a NAS component? These are two topics that have been suggested previously but ones for which the Board has been unable to identify a speaker. Have you undertaken any on-line learning? Have you found an on-line course or a source of useful tutorials on any interesting subject?

LAN, NAS, and on-line learning are all examples of the types of presentations that members would like to see, and which many members are capable of providing. But, we are also interested in your specific ideas and contributions. So, why not volunteer your ideas, your contacts, your knowledge and expertise, and assist the Board in developing a fabulous fall meeting programme?

Your contribution can be a suggestion for a specific topic, the offer of a full presentation at a monthly meeting; a 15-30 minute presentation at a Q&A session or members' favourites night (see *My favourite whatchamacallit* at right); or simply speaking to a couple of slides at Q&A.

To provide your suggestions and offers of presentations, or to ask for any further information that you may require, send a message to [SuggestionBox@opcug.ca](mailto:SuggestionBox@opcug.ca).

### My favourite whatchamacallit

Have you noticed that presentations at Members' Favourites' nights are almost exclusively given by Board members? We want to change this by re-activating an idea from a year ago - with a twist! We have scheduled a Members' Favourites' night for September, 2021. At this meeting we will offer a 2TB portable USB drive as the prize for the member giving the best presentation. (Current members of the Board of Directors will not be eligible for the prize.) A real-time poll over Zoom will allow all those present to cast their vote for the members' favourite!

You have lots of time to consider your topic of choice, sharpen your thesis on the issues involved, and create your presentation masterpiece with which to wow the crowd. So start planning your presentation today. September 8 - and a possible external USB drive - beckon!



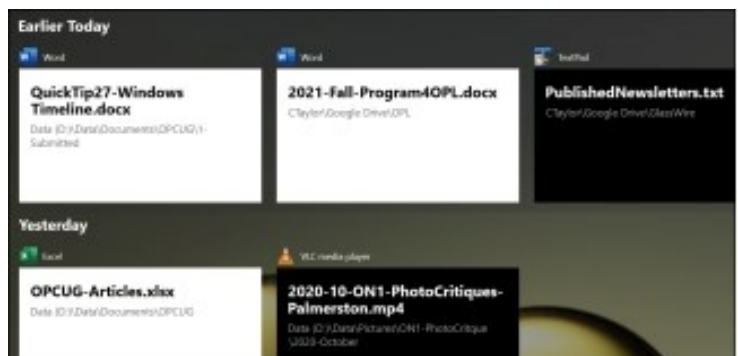
### Quick Tip 25: Windows Timeline by Chris Taylor

Windows Timeline adds a history of activities to *Task View*, allowing you to quickly jump back to documents and websites you have recently accessed.

Press + Tab or click the *Task View* button on the Taskbar (if the *Task View* button is not showing, right-click a blank area of the Taskbar and choose *Show Task View button*) to show Task View.

Below the list of currently-active programs Timeline shows your recent activities. Click any one to load that application with the associated document.

If you are logged into multiple computers using the same Microsoft Account, you can share the Timeline between computers. Although this won't help if you have locally stored documents, it can work if you have documents loaded from a cloud service such as OneDrive or want to access a web page you had open on another computer.



# SECRETARY'S REPORT 2020 / 2021

## Board Members

The Board of Directors for 2020/2021 was announced on February 12, 2020 at the Annual General Meeting. The Board selected positions at their next meeting resulting in the following slate of officers:

Chris Taylor, President and Systems Administrator  
 Jocelyn Doire, Special Events  
 Gail Eagen, Secretary  
 Alan German, Treasurer  
 Wayne Houston, Privacy  
 Brigitte Lord, Webmaster and Newsletter  
 Lawrence Patterson, Program and Publicity  
 Bob Walker, Facilities

## Board Meetings

The Board met 12 times on Feb 24, Mar 16, April 15, May 20, Jun 15, Aug 10, Sep 14, Oct 19, Nov 16, Dec 14 in 2020 and Jan 18, Feb 15 in 2021.

Most of the discussion at meetings related to creating the program for the meetings and ensuring articles for the Newsletter. This year, with the pandemic making meeting in person impossible, the Board arranged online video-conferencing meetings using Zoom. The Board also arranged weekly Question and Answer sessions given through Zoom and gave several online presentations in the Ottawa Public Library Tech Café series.

Major discussions and decisions made:

- To accept Richard Aylesworth's comments and recommendations on the review of the financial records for 2019
- To purchase a GIC at Tangerine
- To launch the new website in March 2020
- To carry out a Membership survey (prepared and analyzed by Lynda Buske)
- To give Lynda Buske a gift certificate as a thank you for her work on the Membership survey
- To purchase a licence for Zoom software
- To discontinue door prizes while meetings were held by video-conference
- To continue publicity through Facebook and Twitter and a press release to targeted outlets
- To ask Richard Aylesworth to review the Treasurer's financial records for 2020
- To provide complimentary memberships for one year to incoming Board members, to Mark Cayer for Membership, to Richard Aylesworth for his financial review

- To provide complimentary memberships for current members for one year from their expiry date starting in March 2020
- To extend the complimentary memberships for members in good standing as of March 31, 2021 for one year.

## 2020 Election

Bob Herres agreed to be Election Chair. Calls for nominations were done in the Newsletter and at meetings through the fall. Nine nominations were received by the due date of December 31, 2020. Since there were only nine nominations, Board members were acclaimed and no election was required

## Annual General Meeting 2020/2021

The Annual General Meeting (AGM) for 2020/2021 was held on March 15, 2021. Minutes were taken by Secretary, Gail Eagen. The meeting was called to order at 7:32.

**1. Election Results** - Chris Taylor, President, announced that there were nine nominations received by the deadline of December 31, 2020 and thus the Board was acclaimed. The newly elected Board for 2020/21 was announced as follows:

Jocelyn Doire  
 Gail Eagen  
 Alan German  
 Wayne Houston  
 Brigitte Lord  
 Lawrence Patterson  
 Chris Taylor  
 Bob Walker  
 Karen Wallace-Graner

## 2. President's Report

Chris said that his **President's Report** was published in the February 2020 Newsletter.

## 3. Treasurer's Report

Alan stated that the Treasurer's Report was published in the February 2020 newsletter.

Alan provided highlights of the report. He reported that membership income was down due to providing free membership for current members. Expenses were for the web site, Zoom software and PayPal. The current Club capital was \$17,809.28. Expenses for 2020 were \$881.13 and Income was \$1318.06 for a net of income of \$436.93. Income was down due the decision to provide free membership for current members in March 2020. Expenses included the Zoom licence, door prizes which were not being given out due to the meetings being online. The financial books had been reviewed by Richard Aylesworth who had made a couple of suggestions and had provided a positive review. Alan thanked Richard for his review.

Chris thanked Alan for his efforts.

*(Continued on page 5)*



## Secretary's Report 2020 / 2021

(Continued from page 4)

### 4. Secretary's Report

Chris said the **Secretary's Report** including a report on this AGM would be published in an upcoming Newsletter.

### 5. Notes of thanks

Chris thanked Board Members, Mark Cayer for his membership work, Richard Aylesworth for performing the financial review, Bob Herres for taking on Election Chair, all helpers at meetings, presenters and newsletter contributors. He thanked Lynda Buske for her work on the Membership survey and acknowledged the efforts of Alan German and himself in running the weekly Question and Answer Sessions. He also thanked the membership for their ongoing support.

### 6. Questions and Answers

Chris asked if members had any questions or issues to raise. The following were raised in the chat:

How do I know if I am a member in good standing? The response was that you could check with membership chair, Mark Cayer.

However, if you did not receive an email from Mark about membership renewal, you were in good standing.

When does the subscription to Zoom expire? The response was that the licence was purchased in the May-June 2020 timeframe and was for one year. The renewal fee would be around \$250 per year.

What would a membership for someone from Victoria, BC cost? The response was that the membership fee for new members was \$20, no matter where you were located.

Thanks were given to the presenters of the Ottawa Public Library sessions.

The Meeting was adjourned at 7:46 PM.

Submitted by

Gail Eagen,  
Secretary, OPCUG

### Quick Tip 26: Emojis and (fortunately) more by Chris Taylor

As a general rule, I detest emojis. You know...those weird little pictures like used in the place of characters. But some people like them...I guess. Press and hold the Windows key and press the period key. The emoji panel will appear. Click on an emoji to insert it into your active program.



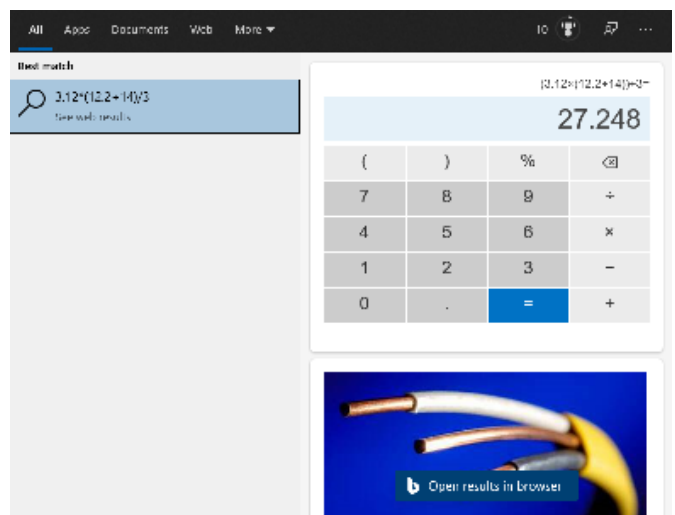
You can select categories along the bottom of the panel. If you choose the *People* category, you can select a skin colour. To search for a particular emoji, type what you are looking for such as *cat* or *donut*.

The *fortunately* part of this Quick Tip's title stems from the fact that you can click the  $\Omega$  symbol at the top to get various symbols that I think most people will find actually useful, such as  $\text{©}$   $\text{£}$   $\text{U}$   $\text{¼}$   $\text{≥}$   $\text{°C}$   $\text{±}$  etc.

### Quick Tip 27: Calculations from the Start button by Chris Taylor

You don't have to reach for a calculator in order to do simple calculations. Just click the Start button and start typing. Beyond simple four function calculations such as  $3.12 * (12.2 + 14) / 3$ , you can do some other functions such as the square or square root of a number (SQ or SQRT). % for percentages, ^ for exponentiation.

Cortana, the engine behind it all, automatically groups internal calculations; use parentheses if you want to control grouping.



The result after entering  $3.12 * (12.2 + 14) / 3$  at the Start button

# THROUGH THE LENS

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

## Cell Phone Photography *by Lynda Buske*

### What I like about my cell phone camera:

Like most of us, I seldom go anywhere without my cell phone. It is so nice to always have a slim, light, portable camera with me so that I never miss an unexpected rainbow, sun dog or dewy flower on my strolls through the neighbourhood.

Cell phone cameras are particularly well suited to indoor photography. Gone are the days of feeling self-conscious taking pics inside a restaurant with my large camera and perhaps even a bulky external flash. Now, everyone can take low light pics of food, friends, etc. No fellow diners would even notice as it has become so much the norm.

When travelling, I sometimes take interior or night time photos with both my DSLR and my cell phone, and as a rule, it is the cell phone ones that turn out the best. That's because cell phones provide a very wide aperture and hence lots of light, a fast speed and therefore less blurring due to motion from the excitable photographer.



*Cell phone cameras do well in low light situations.*

While the world currently has a proliferation of photos and some that are downright fabricated, no one can deny that our ability to take a quick video can change the course of justice and perhaps history (e.g., George Floyd).

With cell phone pictures, you can quickly store images to the cloud or share to Facebook or Instagram compared with a camera where photos are usually uploaded to a computer. While newer cameras do allow for Wifi or Bluetooth connections, it is still an extra step to get them first to your phone and then to the cloud.

Cell phones are a great way to capture something quickly that you may need to refer to later such as a wiring configuration, a mall or trail map, an error message on your computer, serial numbers, and for me, recording where I hang my pictures before I repaint the wall!

### What I don't like about my cell phone camera:

At this point in time, most average priced cell phone cameras come with a digital rather than optical zoom. This means when you zoom, you are not maintaining quality as you would be with a traditional camera, but in fact are simply cropping your image on the fly. I highly recommend you move as close to your subject as possible to minimize the amount of cropping you need and hence maintain maximum resolution. Remember how we used to do this with film cameras? Using a digital zoom and the typical 12 megapixels of averaged priced phones, it is not recommended you try to take distant objects like birds, animals or boats. So instead of zooming, use foreground to make a pleasant image including objects that are far away such as in the example below of Norwegian mountains taken from a ship.



*Avoid zooming and build in foreground interest instead.*

When zooming with an average digital camera (even a point and shoot), you maintain probably 12 megapixels (or more) even at the longest focal length. You can then crop to get closer to the subject of your photo. If I had to only rely on my cell phone, I would probably have no decent images of birds or animals.

You can easily switch from still photos to video on a phone but also, it is easy to block your lens with a finger or booble (technical terms) on the buttons and end up in selective focus or video or something else you did not intend. This is less likely to occur with a traditional camera where you probably have to physically move a mechanical dial.

While the ability to do simple editing right away (e.g., straightening, cropping) is handy, for most cell phones, editing capabilities are limited. I prefer to make adjustments to my photos on a larger screen with more sophisticated (but still free) software.

*(Continued on page 7)*

## Cell Phone Photography *(Continued from page 6)*

I know my phone camera has a few “pro” settings where I can adjust various things (e.g., aperture) but I find the numbers hard to read and I prefer the degree and ease of control I get with my camera with regards to shutter speed, aperture, ISO, EV adjust, etc. Certain special effects that I create with long exposures and filters when shooting moving water or mist are exceedingly difficult or impossible with my current cell phone.

Funny thing but I have never once taken a selfie by mistake on my camera but that certainly has happened with my cell phone! I also have a few videos my cell phone captured that I never intended to take.

Taking a photo with a camera and transferring to a computer gives me time to think if I really should post that picture of my cousin acting like an idiot. Over-sharing is very easy with phones and do people really need to see another cat video?



*A shot that can be handled by any DSLR with the right filter. Difficult or impossible with a cell phone.*

## Conclusion

I think the main benefit of a cell phone camera is convenience whereas a traditional camera has greater facility especially for zoomed shots. Would I want to give up either my cellphone camera or my traditional ones at this point? Absolutely not but who knows what I may say five years from now?

Many thanks to Lawrence Patterson for his contribution to this article.



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/>).

## Want to earn some money?

No, it's not a scam. The OPCUG is looking for members who will give a full presentation (1 - 1.5 hours) at one of its regular monthly meetings. The topic can be computer-*ish* and it doesn't have to be technical. Recently, I attended a Mac-Intosh computer meeting where one of its members discussed how Artificial Intelligence is producing astounding Deepfake videos. Without delving too deeply into the science of it, he presented a few AI graphics and some literature he found in his research. He presented segments of numerous Deepfake videos with comparisons showing how the technology has improved in the last few years (remember the Deepfake of Barack Obama in 2018? The technology has improved somewhat).

Maybe you are interested in the evolving technology of self-driving cars. Although our very own Bob Walker has given presentations on this subject, you could concentrate on showing news clips, pictures or short video segments. You could show impressive feats performed by "driver assist" cars such as parallel parking (you could show funny videos of people struggling to do this the old fashioned way) and the problems, sometimes serious (e.g. cars veering towards concrete barriers on highways). And show videos of humans being—well, human, like those who are fast asleep at the wheel of their Tesla on autopilot as it navigates down a busy highway!

Feel free to give a presentation on Deepfakes. I could send you a few video links to get you started (contact me at [briggittelord@opcug.ca](mailto:briggittelord@opcug.ca)).

So, if you have a computer(ish) hobby or topic that you would like to present to your fellow club members, contact [meetings@opcug.ca](mailto:meetings@opcug.ca). The presentation would be for December 2021 or later, so there is lots of time to prepare. Two of you could even prepare one presentation, and if the presentation is by video conference, one would share the presentation on his screen while both of you could talk (the honorarium would be shared between you).

All those who give a main presentation at a monthly meeting (about 1 - 1.5 hours) receive a modest honorarium.

*Brigitte Lord, OPCUG Newsletter Editor*

## Quick Tip 28: Download any version of Windows 10 by Chris Taylor

You can download the most recent version of Windows 10 from <https://www.microsoft.com/en-us/software-download/windows10>. But what if you want to install an older version of Windows 10 for some reason? A script at <https://gist.github.com/AveYo/c74dc774a8fb81a332b5d65613187b15> allows you to do exactly that. Go to the link and click *Download ZIP* in the top-right corner. Once downloaded, unzip the files to an empty folder. Open a CMD prompt and go to that folder. Type *MediaCreationTool* and hit enter.

As of the writing of this Quick Tip, a dialogue box will allow you to choose any version of Windows from 1507 through 20H2. The appropriate version of Microsoft's Media Creation Tool will be automatically downloaded and run. Follow the prompts to create installation media for the version of Windows 10 you selected.



## New Computer *(Continued from page 1)*

### Windows Setup

The first task on a new machine is to set up Windows; however, the following comments and suggestions also apply to a fresh install of the OS. For a brand new machine, how much of the following that applies will depend on the level of pre-customization undertaken by the OEM. For the sake of completeness, let's assume that we have to do a full installation.

The first few screens are straightforward. Initially, Windows wants you to type in the product key, so you will need to have this handy, and then accept the software's license terms. After a lengthy initial setup that requires no user input, Cortana will offer to talk you through the rest of the process. You can disable this feature by clicking on the microphone icon. Next are inputs for your geographic region (Canada) and preference for the keyboard layout. Generally, choosing the default United States keyboard layout is the best option. Most users will skip the option to add a second keyboard layout. Now, Windows goes its own way again for a little while to set up the network configuration.

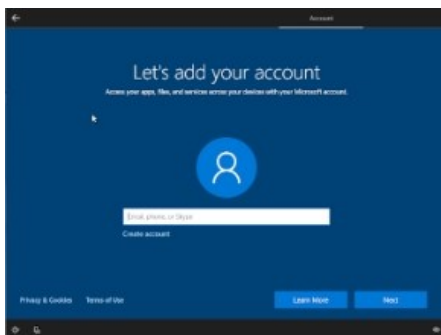


Figure 2 Microsoft Account

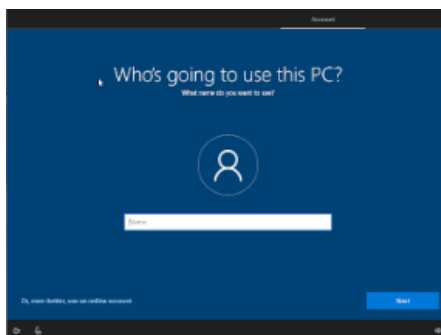


Figure 3 Local Account

The next screen (Figure 2) will ask you to use a Microsoft account (MSA), or to create such an account, for logging in to Windows. The alternative is to use a local account (LA). However, before we consider how to bypass using a Microsoft account (if desired), we should consider the pros and cons of the two systems.

#### Microsoft Account

##### Pros

- You can sync settings between multiple PCs if you sign in using the same MSA.
- Automatically sign into Microsoft services such as the Microsoft Store and Outlook.com.
- On some PCs, automatically enable full-disk encryption for the system drive.
- Enables password recovery for forgotten passwords using a phone number or alternate email address.

##### Cons

- If you share your password with anyone so they can access your computer, you have just given them access to all Microsoft services tied to that account (other computers, Outlook.com, OneDrive, etc.).
- The profile name and home folder are created from the first 5 characters of the MSA. [A person with an MSA of *mo.ro@ngp.com* would have a profile name of *moron.*]
- You may not want settings synchronized between multiple computers.

#### Local Account

##### Pros

- Everything is kept local to the computer. Nothing is shared on the Internet or between multiple computers.
- The user profile is named to match exactly the account name.

##### Cons

- No sync between computers
- No two-factor authentication
- No automatic sign-in to Microsoft services such as Outlook.com and Microsoft Store

It's worth noting that some items are listed as both pros and cons. It all depends on how you look at things. It is sometimes possible to gain capabilities normally not available in one of the choices. For example, there is a way to gain sync and automatic logon to Mi-

crosoft services like Outlook.com and the Microsoft Store using a LA. Logging on at the Microsoft Store, produces a dialogue box titled *Use this account everywhere on your device*. Click the *Next* button and that should do it!

As noted earlier, it is possible to bypass the MSA screen and set up Windows using a LA. Click on the back arrow in the top-left corner of the MSA screen (Figure 2). Disconnect the network cable or turn off Wi-Fi. Now, when the installer loads the screen to set up the account, you will be prompted to enter the name of the person who is going to use the PC (Figure 3). The next screen, for either account type, allows you to add the password for logging into Windows.

The installer will now prompt you to choose privacy settings. Read the descriptions carefully and, if you are unsure of the best way to answer (for you!), it's safest to turn off that particular option. Record what you choose. You can always research things later to see if you would prefer the setting be turned on. Go to *Settings | Privacy* at any time to adjust any particular setting.

The final screen in the installation process asks if you wish to enable Cortana as your personal assistant. Once again, if not accepted here, this can be added later. Windows now runs through its last group of setup procedures, then loads the desktop with a final prompt regarding the use of the Microsoft Edge browser. Note that, even if you select "*Maybe later*", and assign another program as your default browser, there are some operations within Windows that will end up using Edge no matter what you specify as your default browser!

*Caution! - Microsoft delights in changing the installation process for Windows. Consequently, the sequence specified here may not always be completely accurate. Nevertheless, the suggestions made will generally be applicable.*

So, you now have a working version of Windows on your new computer. But wait, we are still not quite finished with the initial steps that should be taken before putting the new machine to work. We have more tips and tricks to follow in future articles!



# 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.

**To receive the monthly newsletter by email, send an email to:**

[opcug-newsletter+subscribe@googlegroups.com](mailto:opcug-newsletter+subscribe@googlegroups.com) (leave subject and body fields blank)

You do **not** need to create a Gmail or Google Groups account.

To subscribe to other OPCUG Google Groups member services, go to:

<https://opcug.ca/google-groups-how-to/>

## 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. OCTranspo bus #90 stops nearby. Details at <https://opcug.ca/venue/>.

**(NOTE: Due to COVID-19 safety guidelines, all our events are via video conference until further notice. 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  
**Mailing Address:** 3 Thatcher St., Nepean, Ontario, K2G 1S6  
**Web address:** <https://opcug.ca>  
**Follow us on Facebook:** <https://www.facebook.com/opcug>  
**Follow us on Twitter:** <https://www.twitter.com/opcug>

President and System Administrator		
<b>Chris Taylor</b>	<a href="mailto:chris.taylor@opcug.ca">chris.taylor@opcug.ca</a>	613-727-5453
Meeting Coordinator		
<b>Lawrence Patterson</b>	<a href="mailto:meetings@opcug.ca">meetings@opcug.ca</a>	
Treasurer		
<b>Alan German</b>	<a href="mailto:alan.german@opcug.ca">alan.german@opcug.ca</a>	
Secretary		
<b>Gail Eagen</b>	<a href="mailto:gail.eagen@opcug.ca">gail.eagen@opcug.ca</a>	
Membership Chairman		
<b>Mark Cayer</b>	<a href="mailto:mark.cayer@opcug.ca">mark.cayer@opcug.ca</a>	613-823-0354
Newsletter		
<b>Brigitte Lord</b>	<a href="mailto:brigitte.lord@opcug.ca">brigitte.lord@opcug.ca</a>	
(editor/layout/e-distribution)		
Public Relations		
<b>Lawrence Patterson</b>	<a href="mailto:PR@opcug.ca">PR@opcug.ca</a>	
Facilities		
<b>Bob Walker</b>		613-489-2084
Webmaster		
<b>Brigitte Lord</b>	<a href="mailto:webmaster3@opcug.ca">webmaster3@opcug.ca</a>	
Privacy Director		
<b>Wayne Houston</b>	<a href="mailto:privacy2@opcug.ca">privacy2@opcug.ca</a>	
Special Events Coordinator		
<b>(Mr.) Jocelyn Doire</b>	<a href="mailto:jocelyn.doire@opcug.ca">jocelyn.doire@opcug.ca</a>	
Director w/o Portfolio		
<b>Karen Wallace-Graner</b>	<a href="mailto:karenwg@opcug.ca">karenwg@opcug.ca</a>	

© OPCUG 2021.

Reprint permission is granted\* to non-profit organizations, provided credit is given to the author and *The Ottawa PC News*. OPCUG requests a copy of the newsletter in which reprints appear.

\*Permission is granted only for articles written by OPCUG members, and which are not copyrighted by the author. Visit <https://opcug.ca/copyright-and-usage/>.



## Q&A HAS GONE ON-LINE!

Because of the pandemic, the OPCUG is holding weekly Q&A sessions in Zoom video-conferences.

Join us every Wednesday at 7:30 pm to discuss computer issues. Questions (and answers) on any computer-related issue are welcome. Or, do you have a favourite computer program or topic that you would like to share with the group? Send your questions, answers, or the details of what you would like to share to: [SuggestionBox@opcug.ca](mailto:SuggestionBox@opcug.ca).

Everyone is welcome to attend Q&A sessions and to ask questions about their specific computer-related problems. Join us at: <https://tinyurl.com/opcug-meeting> (if you use the Zoom client, the meeting ID is **924 9556 0898** and the password is **opcug**).

