



ARTICLE

Peering into your data

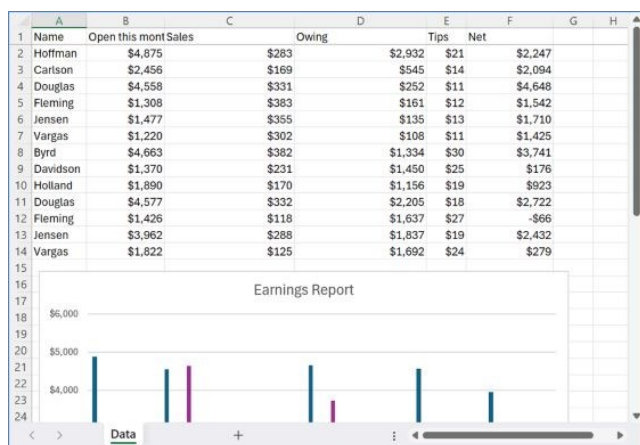
by Chris Taylor

At the June 4th Q&A session (https://opcug.ca/qa_recordings/20250604_PowerPoint.pdf), I presented on this topic. As not all members attend Q&A, I decided to write it up as a newsletter article.

Analysing lots of data

Excel allows for a large amount of data with multiple data types including numbers, text, charts, pivot tables, etc. You can quickly end up with much more than can be viewed on a single screen, making it difficult to do things such as modifying numbers in a table of data while seeing the effect in a chart visualizing that data.

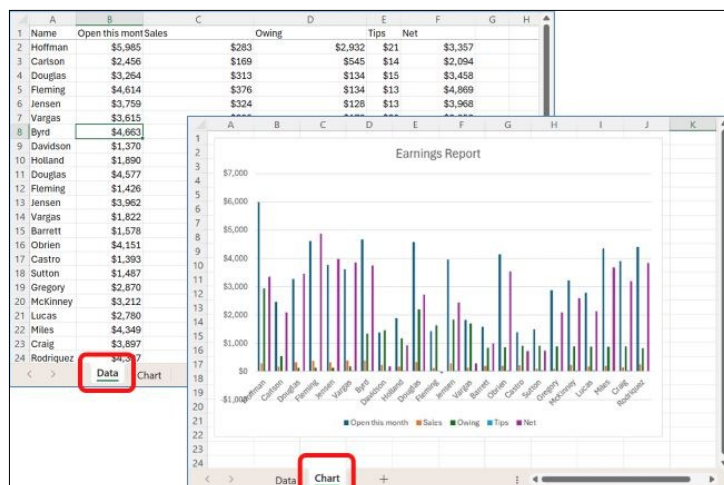
If the numbers and the chart exist on the same spreadsheet, you may be only able to see part (or none) of the chart as you change the numbers.



Data and chart on one tab

In fact, unlike this example, the chart may be located very far from the numbers you are working with, meaning you must scroll long distances to see how a change in numbers modify the chart.

If the numbers and the chart are on separate spreadsheets, it can be easy to ensure the numbers and chart are front and center when you flip back and forth between the tabs.



Numbers and chart on separate tabs

Unfortunately, in that configuration, when you click on the *Data* tab, you can't see the *Chart* tab and vice-versa. What if you could see both tabs at once? You can!

Click the *View* tab in the ribbon. In the *Window* section, click *New Window*.
(see screenshot page 8)

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Next Meeting

Wednesday, November 12th

Home Automation – An Introduction

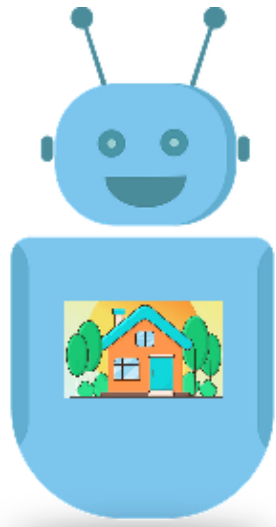
Speaker: Bill James, VP of the Computer Club of Oklahoma City

Home automation brings electronic control to household features, activities, and appliances (IoT). With an internet connection, Wi-Fi, a smartphone or tablet, and compatible devices, you can easily manage lights, thermostats, and more, with voice control as an added option.

This session will be presented by Bill James, APCUG Speakers Bureau member and Vice President of Operations for the Computer Club of Oklahoma City.

This meeting will be via Zoom video conference.

Join us at <https://tinyurl.com/opcug-meeting>. The Zoom link will be live at 7:15 pm. The meeting will begin at 7:30 pm.



Coming Up...

22 Oct
[Weekly Q&A session](#)

10 Dec
VoIP (Voice over Internet Protocol) (*details to follow*)
Speaker: Jeff Dubois (OPCUG)

14 Jan
[Music and its ever-changing delivery](#)
Speaker: Ray Baxter (APCUG)

11 Feb
[The Ins and Outs of Electronic Mail](#)
Speakers: Chris Taylor and Alan German (OPCUG)

See all our scheduled events [here](#).

OPCUG Presentations at the OPL:

Monday, 20 Oct, 6:00 pm - 7:00 pm
Armchair travel – Iceland (Lynda Buske)
Carlingwood Branch

Saturday, 25 Oct, 2:30 pm - 3:30 pm
Armchair travel: Newfoundland (Lynda Buske)
Centennial Branch

Monday, 27 Oct, 6:00 pm - 8:00 pm
Whoa, backup! Effective strategies for keeping your computer files safe (Chris Taylor), Emerald Plaza Branch

Thursday, 30 Oct, 6:00 pm - 8:00 pm
Quick PC Tips: Enhancing Capabilities and Performance with Free Tools (Chris Taylor), Orleans Branch

Saturday, 01 Nov, 2:00 pm - 4:00 pm
Restoring old photos (Lynda Buske)
Cumberland Branch

Tuesday, 04 Nov, 2:30 pm - 4:30 pm
Artificial Intelligence (AI): fun and useful tips (Chris Taylor)
Greenboro Branch

See all our presentations with links to the OPL [here](#).

CALENDAR

Event	Date	Time and Venue
Next Monthly Meeting	Wednesday, November 12 th	7:30 pm via Zoom video conference: https://tinyurl.com/opcug-meeting See all our scheduled monthly meetings here .
Next Q&A Session	Wednesday, October 22nd	Q&A sessions are held weekly except on monthly meeting nights. Join us most Wednesdays at 7:30 pm for weekly Q&A .
Next OPL Presentation	Monday, October 20 th	See all our presentations with links to the OPL here .

CLUB LIFE

Social get-together

At the June pizza party, several people expressed interest in having additional in-person get-togethers. Polling at Q&A proved there was still interest. The board chose an evening out at Big Rig Brewery & Restaurant. Members and non-members are welcome.

- When: Wednesday, November 26th starting at 7:00pm.
- Where: Big Rig Brewery & Restaurant, 1980 Ogilvie Rd (in the Gloucester Centre)
<https://bigrigbrew.com/restaurant/locations/ottawa-ogilvie/>

Wednesday evening was chosen as a lot of members already block off Wednesday evenings to attend Q&A. The location was chosen for several reasons:

- easy to get to:
 - ◊ <https://maps.app.goo.gl/8rdtztXyvbHVzVCt9>
 - ◊ just off the 174 at Blair & Ogilvie
 - ◊ at the Blair station for anyone taking the O-train
- lots of free parking
- last event (pizza party) was in the west end

While the OPCUG is making the reservation, all attendees will pay their own tab.

We need to let Big Rig know how many people we expect. If you hope to attend, please send an email by November 12th to SuggestionBox@opcug.ca and let us know the number of people who will be in your party.



Nominations for OPCUG Board for 2026

Once a year, the OPCUG holds elections for the 9-member Board of Directors. We are once again coming up to this annual event.

We encourage all members to consider running for a board position or getting involved in some other manner in the operations of the OPCUG.

If you want more information about what is involved, please talk to me or any current or past Board member. Names are listed in the Newsletter and on the web site.

Nominations can be submitted via email to Lynda Buske, Election Chair, at: nominations2026@opcug.ca.

Nominations must be received by midnight, December 31, 2025.

Please get involved. Please help the OPCUG continue in its role of *Users Helping Users!*

Lynda Buske
Election Chair



THROUGH THE LENS

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

Cleaning your camera sensor

by Lynda Buske

Sensor spots in digital photography occur when something like a spec of dust sticks on your sensor, blocking light from getting to that area of the sensor, resulting in a dark spot on your photograph. Sensor spots tend to be most visible when you are shooting with a small aperture. If you discover what you believe are sensor spots on your image, you can remove them with functions in photo editing software such as spot remover, healing brush, perfect eraser, etc. (depending on the software). In the free Photoscape X, use *Tools/Spot healing brush*. You can also use a clone brush to copy over some pixels from beside the sensor spot. [Note: clone tools are not usually available in free versions of photo editing software]

To make sure it doesn't happen the next time you shoot, check first that your lens is clean. Then take a photo of a plain surface (like a wall) and even better try to shoot it out of focus. Then examine your image and see if there are spots that weren't on the wall. If there are, it means your sensor needs a clean. More advanced software such as Adobe Lightroom or ON1 Photo RAW can give you the option to home in even further (see images below). In Adobe Lightroom, use *Develop Module > Spot Removal tool > checkbox Visualize Spots*.

Dirty – Some sensor spots visible



Really dirty – more sensor spots visible



Visual dust feature in ON1 Photo RAW

(Continued on next page)

Camera sensor *(Continued from previous page)*

To clean your sensor, make sure you are indoors in a relatively dust-free environment. The least expensive option is a hand blower (less than \$15). However, spending a little more (\$30- \$130) means you can get a filter on the air intake which is a great feature. This means you prevent the possibility of the blower pushing dust onto your sensor from the air in your room. I highly recommend this second option.

\$12 – not recommended



\$30 – blower has filter



\$130 – blower has filter



If there are still sensor spots appearing on your images, you may require a wet clean. This can be done by purchasing wet sensor swabs (\$1-\$2 per swab) but make sure to get the size that matches your sensor (i.e. full frame, APS-C, micro 4/3) .

Other options that I have not tried are sensor brushes (\$25-\$45) and sensor gel sticks (\$20-\$70).

Sensor brush (\$25-\$45)



Sensor gel sticks (\$20-\$70)



To minimize sensor spot accumulation:

- Change lenses in dust-free environments
- If available, use camera's sensor shield (e.g. Nikon Z8, Z9)
- Aim opening downwards when changing lenses since dust more likely to fall down than up
- Use built-in camera sensor cleaning function which vibrates the sensor to shake off dust



Read all of Lynda's articles [here](#). See her [presentations](#) at the Ottawa Public Library (select **Lynda Buske** as **Organizer**).

APCUG

THE CONFUSION OF PROGRESS

A **MONITOR Back to Basics** article (March 2025)

by Jim Cerny, 1st Vice President,

Sarasota Technology Users Group (<https://thestug.org/>)

jimcerny123 (at) gmail.com

I keep forgetting that all the companies providing apps, big or small, are doing so for only one reason – to make money! Microsoft, Google, Apple, all want your money. I guess you can't blame them in this free economy, especially if you invest in them, but I think they are really omitting a big market (and more profit) by ignoring what we seniors want and need from technology. They concentrate on the big percentage of their customers who demand more options, multiple devices, business applications, multi-screen monitors, and expensive tech gear affordable to businesses and higher-paid professionals. These providers claim their on-going changes are improvements, but such changes to us seniors are very burdensome. Here are some thoughts to keep in mind which, I hope, will help you steer through the ever-more complex high-tech path without too much frustration.

1. Want to pay them every month forever? It used to be in the old days that you would buy your software (apps) ONCE and it was yours to do with as you please. But today, oh no, you RENT the apps and pay a monthly or annual fee. They love you to use "auto-pay" to make it easy for you to forget that your paying them over and over again.
2. Thousands of options are enjoyed by those tech users but only confuse us "basic" users. Too many options (or "bells and whistles") for documents, photos, spreadsheets, and other apps. Even simple solitaire games give you too many choices of card styles, backgrounds, re-deals, point scoring, timers, replays, and yes, the ever-present ADS! Now apps not only show ads before or after you are using them, they are also interrupting your play (or work) with ads while you are using the app.
3. Bogus search results. I used to use a search engine and felt pretty confident that the search results were real, pointing me to valid websites, answering my questions, and no roadblocks or detours. Today the top results of any search probably list advertisers and companies who have paid money to be there first in your face. They hope you click on them so they can act as a "gateway" to what you are really looking for. Trying to download a new app or game may get you to a "middleman" who wants to come between you and the actual company that provides the app. Be careful! Try to carefully look at the web address to make sure it is actually the company website you want.
4. Clicking on the wrong "download" box. Even real company websites blatantly offer other apps or downloads that are NOT the one you want. Look carefully – the real download is hiding in a forest of other products. Even downloading the one you really want may "piggyback" another app you do not.
5. Surveys, verifications, emails, links, websites, ALL can be BOGUS and actually look like a real company website or email. Use another method to confirm before you use them.
6. Can't talk to a human ever? Ever play their "Contact us" game? It really means try to text or email and see if anyone cares. Phone trees do not branch to what you really want or need. Your doctor's office tells you to contact the pharmacy to get a refill of your prescription, but your drug supplier is not given the "ok" from your doctor.
7. Tiny invisible buttons on laptops, labels way too small to read, fumbling around to press the right part of a touchpad, skinny or invisible scrollbars, and more – hidden, can't tell if you pressed a button or not (buttons really don't move in or out anymore).

Hello! Is anyone out there listening? Stop ignoring those of us with simple tastes, simple tasks, bumbling fingers, and weak eyes. Give us back the simple easy to use apps – you can always add a box to click on for "Lots more confusing and complex options" if anyone wants them!

Thanks for listening, I feel better now, I hope you do too!



APCUG

Where to Get E-Books

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

As we approach summer, a perennial challenge is to find new, interesting, fun books to read. Lately, e-books have been a popular choice. With the maturing of the electronic book (e-book) format and industry, it should be more accessible than ever to find the right title, purchase it, download it to your book reader, smartphone, or tablet, and read it. In practice, things aren't quite that simple, so you may want to read on.

This article is based on a seminar I gave titled "E-Books and E-Readers." My seminar slides are at:
<https://www.scscc.club/smnr/E-BooksandE-ReadersSeminar-2024.pdf>.

E-book formats

There are two main e-book formats: Amazon Kindle and E-Pub. There are hardware and software readers for each. Both formats support digital rights management (copy protection) so that the purchaser of a book can't share it with more than a few others. Amazon mainly uses the Kindle format. E-Pub is used by Barnes & Noble and Kobo and for many self-published books. Adobe PDF and HTML are also often used for e-books. Apple's iBook format is a variation of E-Pub.

When buying an e-book, it's essential to know its format so you can be sure your reader device or program can retrieve and display the book. A common problem for Amazon's Kindle or Fire tablet owners is that they do not support the E-Pub format; you need to convert the EPUB file to Amazon's proprietary format, AZW, using a conversion tool like Calibre.

E-Book Websites

Here's a list of e-book websites with links to each:

- **Amazon Kindle Store** www.amazon.com
- **Barnes & Noble** <http://www.barnesandnoble.com>
- **Google Play Store Books** <https://play.google.com/store/books>
- **Kobo** www.kobo.com
- **Las Vegas / Clark County Library (via OverDrive)** <http://lvcld.org>

- **Apple Books** <https://www.apple.com/apple-books/>
- **Open Library** <https://openlibrary.org/>
- **Project Gutenberg (60,000 free e-books)** <https://www.gutenberg.org/>

Let's look at a few of them in more depth.

Amazon Kindle

The Amazon bookstore is vast. You can buy books in hardcover, paperback, audio, and e-book format. As with all Amazon shopping, the search is very smart, and you can set filters to narrow choices. You can click on items in the search results to view details and add them to your shopping cart.

E-books are delivered (downloaded) to the reading device you specify if buying for yourself. You can also specify that you are buying for someone else and enter the giftee's information so they can receive the book.

You need an Amazon Kindle or Fire Reader tablet or Amazon's free Kindle Reader app to read Kindle books. There are Windows, macOS, Linux, Android, and iOS versions.

If you subscribe to Amazon Prime, you can access an extensive collection of e-books at no charge via the Prime Reading service. You can access up to ten e-books for as long as you wish. When you want another, return or buy one of the ten you have.

The **Amazon Fire HD 8** tablet with 64 GB of storage currently costs \$129.99.

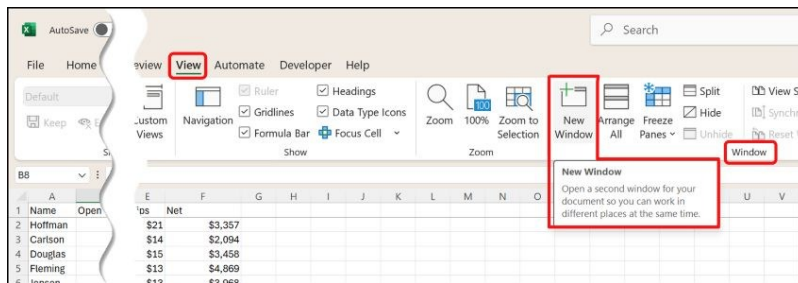
Barnes and Noble

Barnes and Noble sells books in "Nook book" (E-Pub) format, paperback, and hardcover. B&N also sells a family of Nook reader tablets and has a free reader app. You can set up an account on B&N and enjoy special pricing, free e-books, and other perks.

The Nook book reader is a 10.1-inch Lenovo Tab M10 HD Tablet, Android 9.0, with 32GB Storage. It has full access to the Google Play Store apps. This would include the free Amazon Kindle Reader app for Android. So, a Nook reader tablet could double as a Kindle Reader, allowing you to shop for books in either Nook or Kindle format.

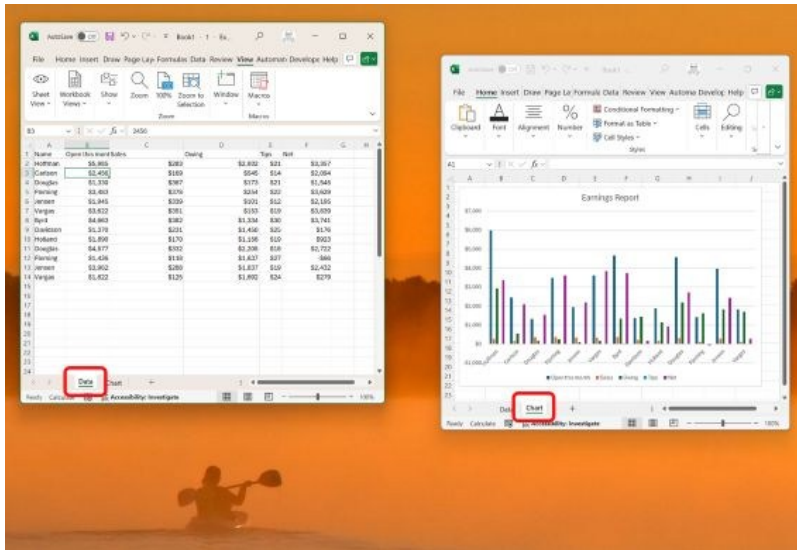
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Peering (Continued from page 1)



Opening a new window of the same spreadsheet

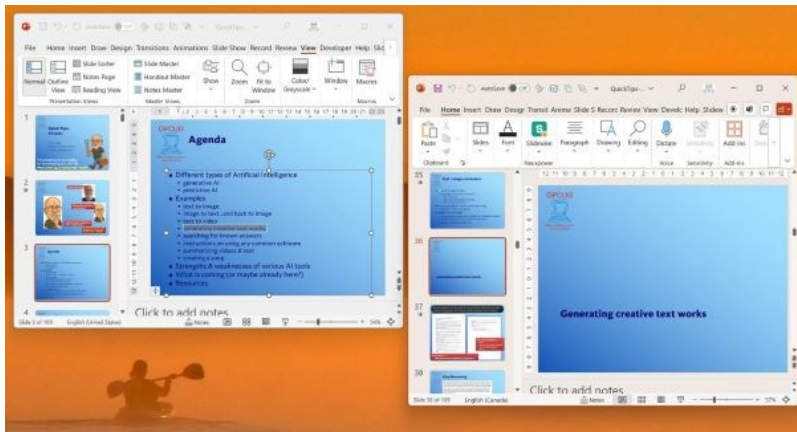
Excel will open another separate window. Arrange the windows on your desktop so both are visible. In one, click the *Data* tab and in the other, click the *Chart* tab. As you manipulate the numbers, you will immediately see the updated chart in the other window.



Separate tabs for data and chart

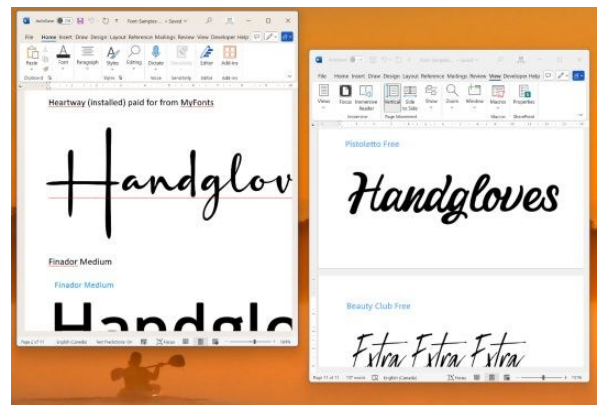
Working in Microsoft PowerPoint

This works in other programs as well. Imagine in PowerPoint you are creating an *Agenda* slide. By having two windows into the presentation file, you can scroll through the slides and add content to the agenda slide.



How about Microsoft Word and LibreOffice Writer?

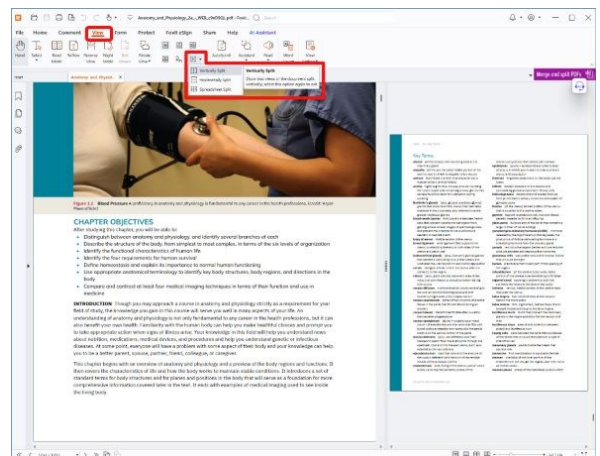
In Microsoft Word, you can easily compare something on page 2 with what appears on page 11.



This works in LibreOffice as well, if that's your office suite of choice. Click the *Window* menu and choose *New Window*. As expected, this also works in LibreOffice Impress and Calc.

Foxit Reader has two ways

Imagine you are viewing a PDF document in Foxit Reader with lots of unfamiliar technical terms. Click the *View* menu and choose *Split*. In the right panel, scroll to the glossary. Keep it visible while reading the main text in the left pane.



If you prefer having the views in separate Foxit Reader windows, click on *File > Preferences > Documents > Allow multiple instances*. Then open the PDF file twice and scroll through the content independently in each window.

(Continued on next page)

Peering *(Continued from previous page)***Web browsing**

While viewing a web page, click the mouse wheel while the mouse pointer is over the *Refresh* button to open the same page in a new tab. Drag the duplicated tab out into its own window. Arrange the two browser windows so you can see both and scroll the content in the two views independently.

Summary

Creating two views into the same document is very handy any time you need to see more than one portion of a document at the same time.

Many other programs allow you to have multiple views into a single document. To find out if your program *XYZ* supports it, browse to <https://www.perplexity.ai/> and ask *Can I view different parts of a document at the same time using XYZ?*

Keep in mind that in all these cases, you are looking at *two* views into a *single* document. Any modifications made in one view are reflected in the other view.



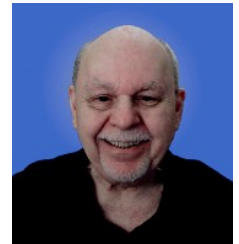
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E-Books *(Continued from page 7)***Project Gutenberg**

Project Gutenberg was founded by Michael Hart, who invented e-books in 1971. Its website claims to have 60,000 titles in its library. All these titles are completely free. Most are "classics" that are out of copyright. For example, I searched for Albert Einstein and found an English translation of his Special and General Relativity expositions.

I tried downloading a copy of Herman Melville's "Moby Dick" in Kindle format and was able to read it using the free Calibre book reader app on my PC. The Amazon Kindle Reader app wasn't able to open the book. I'll try to find out why and see if I can copy the e-book to my Amazon Fire tablet and read it there.

Hopefully, that will help you learn more about e-books and how to get them. I love them because of their convenience and ease of reading. And they take up zero space in the house.

**Quick Tip 77: starting Task Manager**

by Chris Taylor

Task Manager is a great tool for trouble-shooting performance problems in Windows. I show how to use it extensively in my *Windows Performance Tune-up* presentation, which I frequently give at branches of the Ottawa Public Library.

There are quite a few ways to start Task Manager including: right-click a blank space on the Taskbar and choose *Task Manager* from the pop-up; press Ctrl+Alt+Del and choose *Task Manager*; press Win+R and type in **taskmgr**; click the Start button, type *Task Manager*, and select the icon from the results; as well as others.

All of these methods have a potential problem: if you are trying to get to *Task Manager* because you want to troubleshoot after Windows has become non-responsive, you may not be able to get the pop-up menus or icons where you can launch *Task Manager*!

Instead, press Ctrl+Shift+Esc. Besides being the fastest method, it is almost certain to work as long as Windows is functioning at all. The reason is Ctrl+Shift+Esc uses the *Winlogon* process to create a *Task Manager* process and spin it up on your desktop. It is not dependent on the Windows shell (the desktop elements) working. By definition, *Winlogon* is still working or your computer would have already blue screened, so you can almost always get an instance of *Task Manager* using Ctrl+Shift+Esc.



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).

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

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

The OPCUG holds its regular monthly meetings on the second Wednesday in the month via video conference (details at <https://opcug.ca/venue/>).

OPCUG Membership Fees: \$20 per year (<https://opcug.ca/join-or-renew>)
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Q&A IS ON-LINE! Weekly!

Since the pandemic, the OPCUG has been holding weekly Q&A sessions in Zoom video-conferences.

Join us every Wednesday (except on regular monthly meeting nights) 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

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).

OPCUG



Users helping users
for over 40 years