



Q&A

**Chris Taylor and Alan German  
Ottawa PC Users' Group**

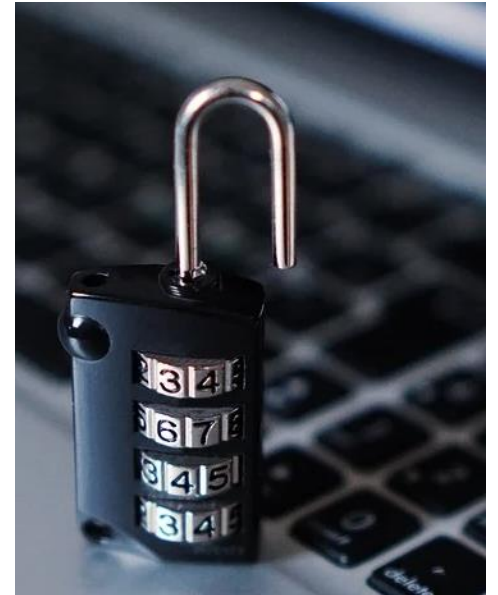
Share

## Shares wanted

Member suggestion:

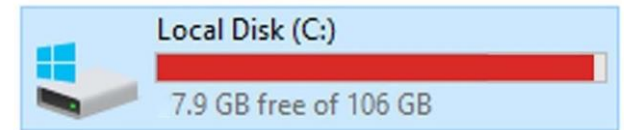
Mini-presentations by multiple people

- How they secure their computers
  - Software used, settings, behaviors?
- Programs they use
  - Hidden gems?
- Computing habits they use
  - Best practices, things that enhance productivity?
- Let us know if you can help: [SuggestionBox@opcug.ca](mailto:SuggestionBox@opcug.ca)



**Follow-up**

# The ultimate guide to saving disk space



## Drive C (250 GB SSD) getting low on space

- File Explorer
  - *View tab / Show/hide section / Hidden items*
- Old software
  - Several old versions photo editing software (3 GB)
  - Old trial version of Adobe Premier (1 GB)
- TreeSize Free found
  - User profile 110 GB (photos/videos being stored on external drive)
  - Temp directory (10 GB)
  - **Dragon Naturally Speaking**  
**60 GB dragon.log file in C:\Users\”username”\AppData\...**



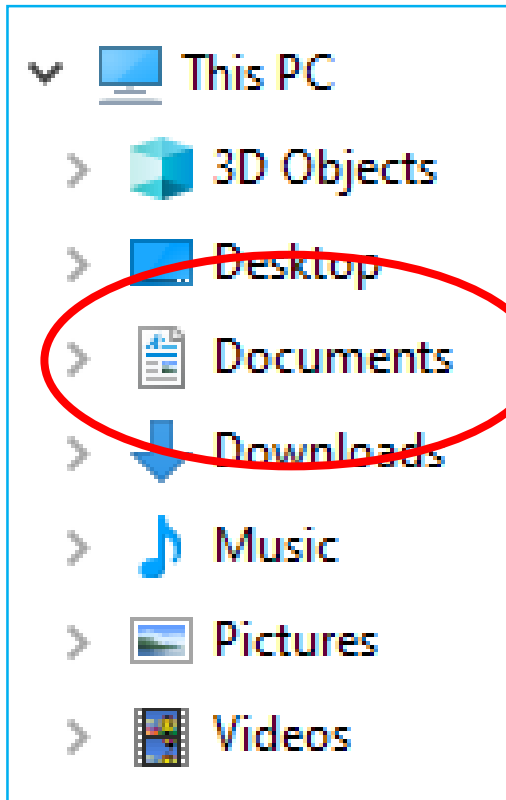
**It's 10 pm – Do you know  
where your files are?**

*Alan German  
Ottawa PC Users' Group*

# Part 1: File and Folder Management



# Where they aren't!



- “Documents” is not a folder (i.e. C:\Documents)
- It’s actually a pointer to C:\Users\toaster\Documents (*where toaster = Username*)
- Why bother? Why not just use C:\Documents?

# My Preferences

- Use a dedicated data partition (Drive D:)
- Use a simple folder structure

D:\Documents

D:\Spreadsheets

D:\Pictures

D:\Pictures\2019

D:\Pictures\2020

# My Preferences

- Use a dedicated data partition (Drive D:)
- Use a simple folder structure

D:\Documents

D:\Spreadsheets

D:\Pictures

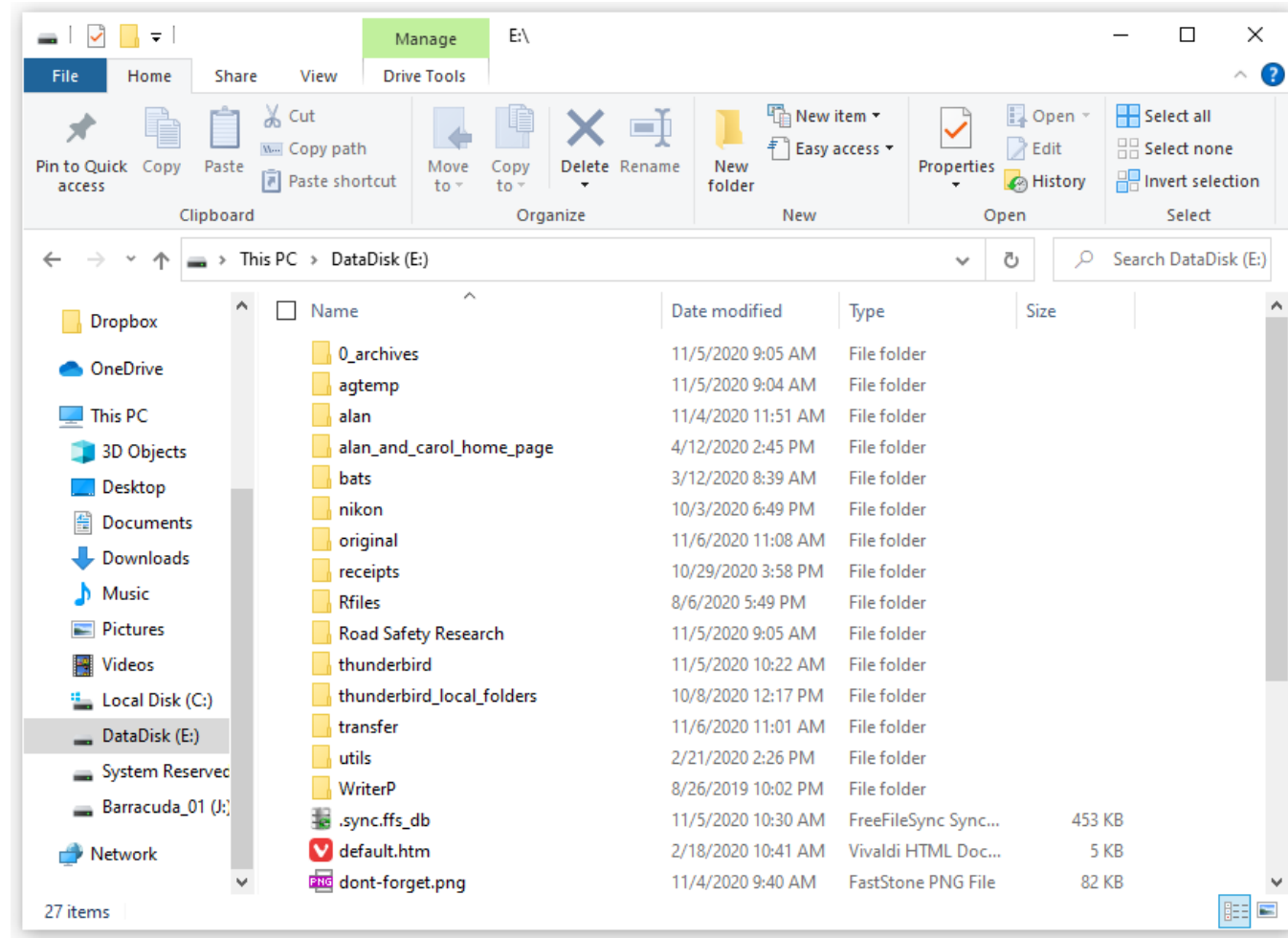
D:\Pictures\2019

D:\Pictures\2020

***But, of course, I don't  
really do this either!***



# It's complicated – But, I know (more or less) what I'm doing!



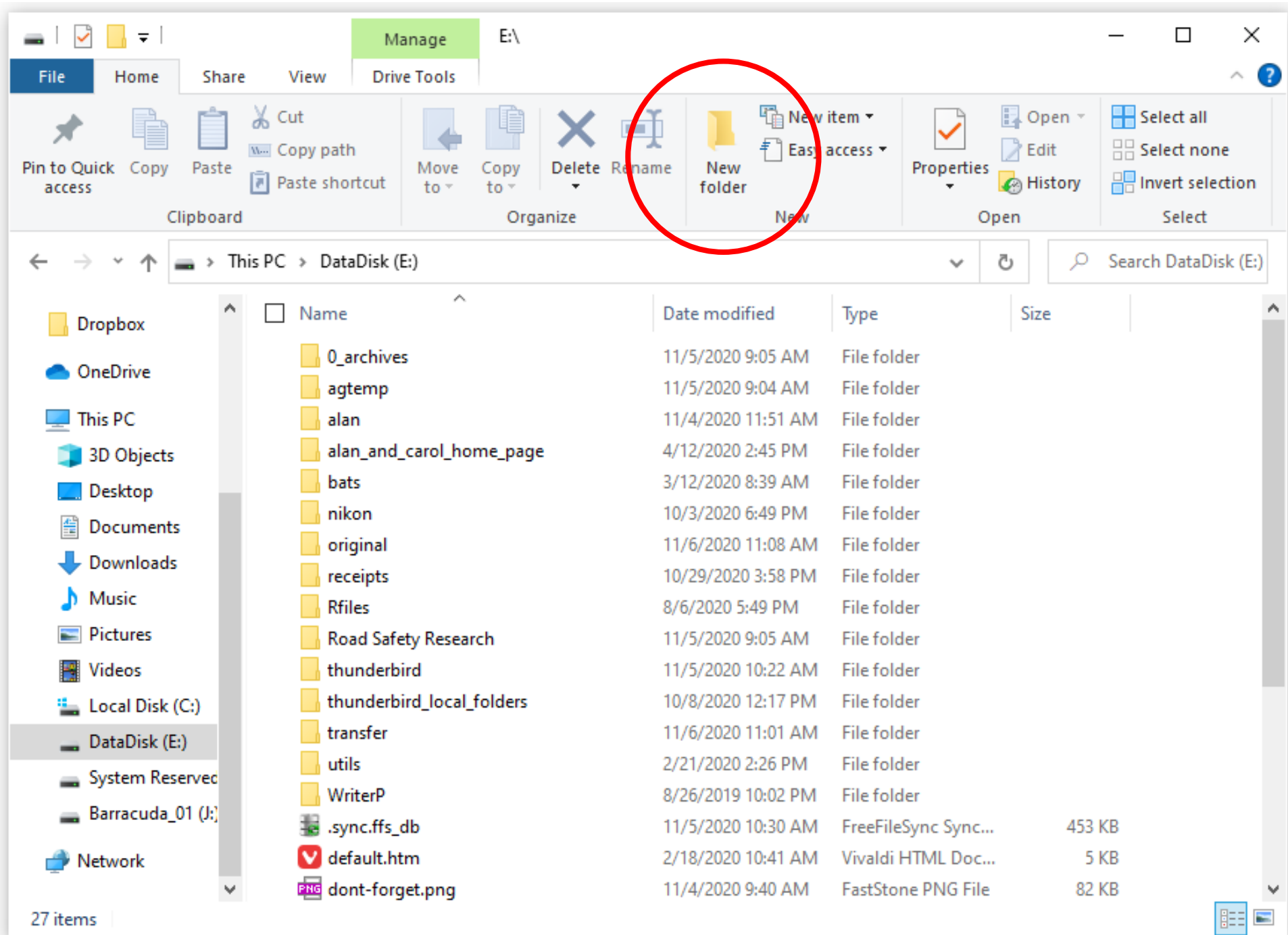
File Explorer window showing the contents of DataDisk (E:).

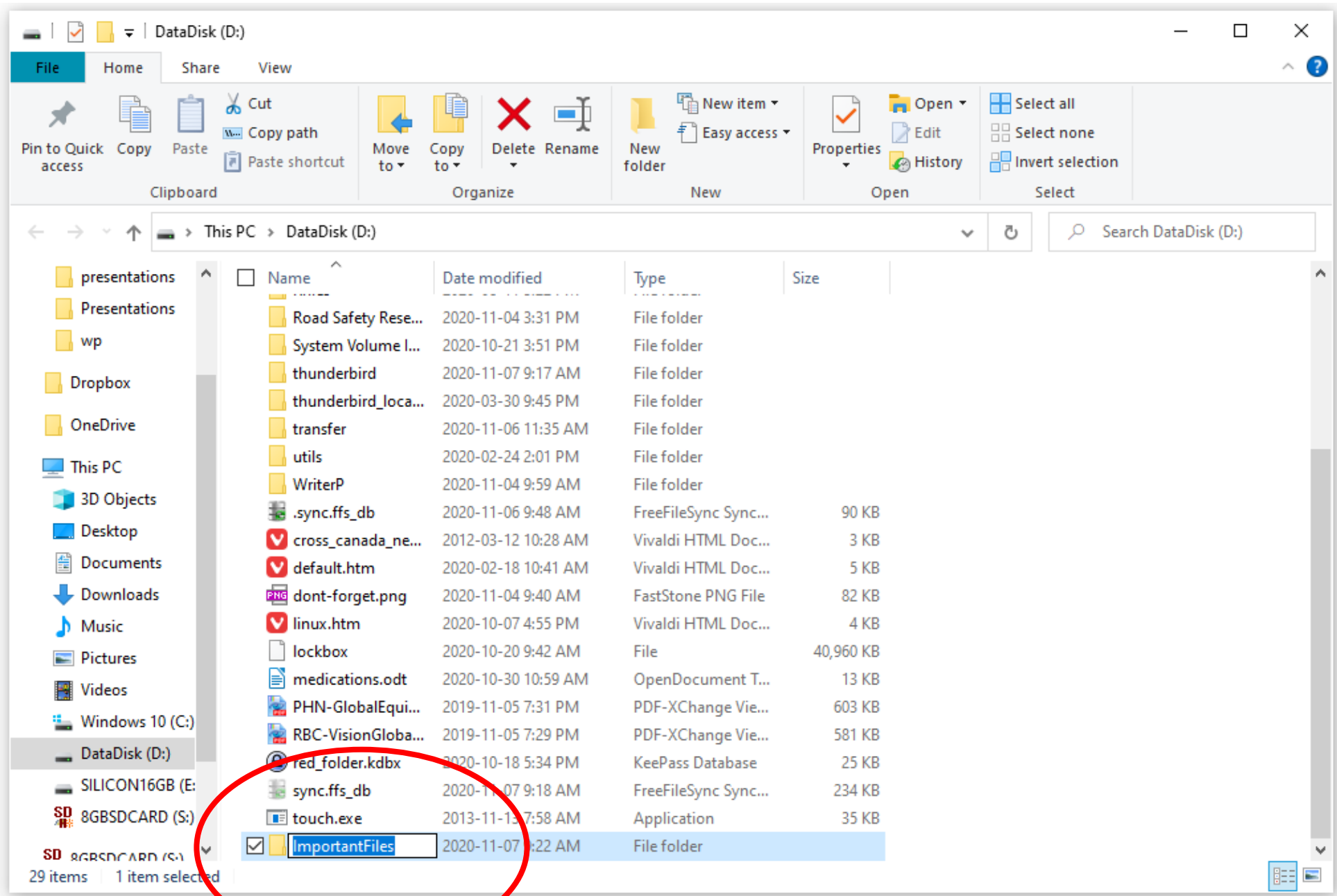
Address bar: This PC > DataDisk (E:)

Search: Search DataDisk (E:)

Name	Date modified	Type	Size
0_archives	11/5/2020 9:05 AM	File folder	
agtemp	11/5/2020 9:04 AM	File folder	
alan	11/4/2020 11:51 AM	File folder	
alan_and_carol_home_page	4/12/2020 2:45 PM	File folder	
bats	3/12/2020 8:39 AM	File folder	
nikon	10/3/2020 6:49 PM	File folder	
original	11/6/2020 11:08 AM	File folder	
receipts	10/29/2020 3:58 PM	File folder	
Rfiles	8/6/2020 5:49 PM	File folder	
Road Safety Research	11/5/2020 9:05 AM	File folder	
thunderbird	11/5/2020 10:22 AM	File folder	
thunderbird_local_folders	10/8/2020 12:17 PM	File folder	
transfer	11/6/2020 11:01 AM	File folder	
utils	2/21/2020 2:26 PM	File folder	
WriterP	8/26/2019 10:02 PM	File folder	
.sync.ffs_db	11/5/2020 10:30 AM	FreeFileSync Sync...	453 KB
default.htm	2/18/2020 10:41 AM	Vivaldi HTML Doc...	5 KB
dont-forget.png	11/4/2020 9:40 AM	FastStone PNG File	82 KB

27 items





File Explorer window showing the contents of DataDisk (D:). The ribbon includes File, Home, Share, and View. The ribbon tabs are Clipboard, Organize, New, Open, and Select. The address bar shows the path: This PC > DataDisk (D:). The search bar contains "Search DataDisk (D:)".

The left sidebar shows the navigation pane with the following items:

- presentations
- Presentations
- wp
- Dropbox
- OneDrive
- This PC
  - 3D Objects
  - Desktop
  - Documents
  - Downloads
  - Music
  - Pictures
  - Videos
- Windows 10 (C:)
- DataDisk (D:)
- SILICON16GB (E:)
- 8GBSDCARD (S:)
- 8GBSDCARD (G:)

The main pane displays a table of files and folders:

Name	Date modified	Type	Size
0_archives	2020-11-04 8:42 PM	File folder	
agtemp	2020-11-06 9:48 AM	File folder	
alan	2020-11-04 9:38 AM	File folder	
alan_and_carol_h...	2019-10-06 5:27 PM	File folder	
bats	2020-02-24 2:01 PM	File folder	
<input checked="" type="checkbox"/> ImportantFiles	2020-11-07 9:22 AM	File folder	
nikon	2020-10-03 1:34 PM	File folder	
original	2020-11-07 9:18 AM	File folder	
receipts	2020-10-30 9:22 AM	File folder	
Rfiles	2020-08-11 5:22 PM	File folder	
Road Safety Rese...	2020-11-04 3:31 PM	File folder	
System Volume I...	2020-10-21 3:51 PM	File folder	
thunderbird	2020-11-07 9:17 AM	File folder	
thunderbird_loca...	2020-03-30 9:45 PM	File folder	
transfer	2020-11-06 11:35 AM	File folder	
utils	2020-02-24 2:01 PM	File folder	
WriterP	2020-11-04 9:59 AM	File folder	
.sync.ffs_db	2020-11-06 9:48 AM	FreeFileSync Sync...	90 KB
<input checked="" type="checkbox"/> cross_canada_ne...	2012-03-12 10:28 AM	Vivaldi HTML Doc...	3 KB
<input checked="" type="checkbox"/> default.htm	2020-02-18 10:41 AM	Vivaldi HTML Doc...	5 KB

29 items | 1 item selected

The image shows a Windows File Explorer window for the drive 'DataDisk (E:)'. The ribbon includes 'File', 'Home', 'Share', 'View', and 'Drive Tools'. The ribbon tabs are 'Clipboard', 'Organize', 'New', 'Open', and 'Select'. The left sidebar shows navigation options like 'Dropbox', 'OneDrive', 'This PC', and 'DataDisk (E:)'. The main pane displays a list of folders and files. The folder '0\_archives' is circled in red. A red box with the text 'Files to be copied to external USB drives' is overlaid on the right side of the window.

Name	Date modified	Type	Size
0_archives	10/29/2020 3:58 PM	File folder	
agtemp	8/6/2020 5:49 PM	File folder	
alan	11/5/2020 9:05 AM	File folder	
alan_and_carol_home_page	11/5/2020 10:22 AM	File folder	
bats	10/8/2020 12:17 PM	File folder	
nikon	11/6/2020 11:01 AM	File folder	
original	2/21/2020 2:26 PM	File folder	
receipts	8/26/2019 10:02 PM	File folder	
Rfiles	11/5/2020 10:30 AM	FreeFileSync Sync...	453 KB
Road Safety Research	2/18/2020 10:41 AM	Vivaldi HTML Doc...	5 KB
thunderbird	11/4/2020 9:40 AM	FastStone PNG File	82 KB
thunderbird_local_folders			
transfer			
utils			
WriterP			
.sync.ffs_db			
default.htm			
dont-forget.png			

The image shows a Windows File Explorer window for the drive E:\. The ribbon includes 'File', 'Home', 'Share', 'View', and 'Drive Tools'. The main pane displays a list of folders and files. A red oval highlights the 'thunderbird' and 'thunderbird\_local\_folders' folders. A red box contains the text 'Mail folders for my Thunderbird E-mail client'.

Name	Date modified	Type	Size
0_archives	11/5/2020 9:05 AM	File folder	
agtemp	11/5/2020 9:04 AM	File folder	
alan	11/4/2020 11:51 AM	File folder	
alan_and_carol_home_page			
bats			
nikon			
original			
receipts			
Rfiles			
Road Safety Research			
thunderbird	11/5/2020 10:22 AM	File folder	
thunderbird_local_folders	10/8/2020 12:17 PM	File folder	
transfer	11/6/2020 11:01 AM	File folder	
utils	2/21/2020 2:26 PM	File folder	
WriterP	8/26/2019 10:02 PM	File folder	
.sync.ffs_db	11/5/2020 10:30 AM	FreeFileSync Sync...	453 KB
default.htm	2/18/2020 10:41 AM	Vivaldi HTML Doc...	5 KB
dont-forget.png	11/4/2020 9:40 AM	FastStone PNG File	82 KB



File Explorer window showing the contents of DataDisk (E:). The ribbon includes File, Home, Share, View, and Drive Tools. The main pane displays a list of folders and files, with the 'alan' folder highlighted by a red circle.

Name	Date modified	Type	Size
0_archives	11/5/2020 9:05 AM	File folder	
agtemp	11/5/2020 9:04 AM	File folder	
alan	11/4/2020 11:51 AM	File folder	
alan_and_carol_home_page	4/12/2020 2:45 PM	File folder	
bats	3/12/2020 8:39 AM	File folder	
nikon	10/3/2020 6:49 PM	File folder	
original	11/6/2020 11:08 AM	File folder	
receipts	10/29/2020 3:58 PM	File folder	
Rfiles	8/6/2020 5:49 PM	File folder	
Road Safety Research	11/5/2020 9:05 AM	File folder	
thunderbird	11/5/2020 10:22 AM	File folder	
thunderbird_local_folders	10/8/2020 12:17 PM	File folder	
transfer	11/6/2020 11:01 AM	File folder	
utils	2/21/2020 2:26 PM	File folder	
WriterP	8/26/2019 10:02 PM	File folder	
.sync.ffs_db	11/5/2020 10:30 AM	FreeFileSync Sync...	453 KB
default.htm	2/18/2020 10:41 AM	Vivaldi HTML Doc...	5 KB
dont-forget.png	11/4/2020 9:40 AM	FastStone PNG File	82 KB



E:\alan

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder, New item, Easy access

Open: Properties, Open, Edit, History

Select: Select all, Select none, Invert selection

This PC > DataDisk (E:) > alan

Dropbox, OneDrive, This PC, 3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos, Local Disk (C:), DataDisk (E:), System Reserved, Barracuda\_01 (J:), Network

Name	Date modified	Type	Size
carisp	8/14/2020 4:33 PM	File folder	
djd	11/5/2020 9:05 AM	File folder	
eBooks	11/4/2020 11:51 AM	File folder	
Excel	10/27/2020 8:03 PM	File folder	
gl_test	11/4/2020 11:51 AM	File folder	
GPS	3/27/2019 10:43 AM	File folder	
high_tech	10/7/2020 6:24 PM	File folder	
jlc	3/6/2020 10:41 AM	File folder	
linux_north	10/30/2020 2:27 PM	File folder	
opcug	10/29/2020 3:07 PM	File folder	
pages	3/27/2019 10:44 AM	File folder	
RSR_2019	4/9/2020 10:55 AM	File folder	
VRU	6/25/2019 9:21 AM	File folder	
web_site	9/19/2020 3:23 PM	File folder	
Word	9/15/2020 11:20 PM	File folder	

15 items

The screenshot shows a Windows File Explorer window with the address bar set to 'E:\alan'. The ribbon includes 'File', 'Home', 'Share', and 'View'. The main pane displays a list of folders: carsp, djd, eBooks, Excel, gl\_test, GPS, high\_tech, jlc, linux\_north, opcug, pages, RSR\_2019, VRU, web\_site, and Word. The 'gl\_test' folder is circled in red. A red text box on the right contains the following text:

The club's new financial accounting system (LibreOffice Calc) is under development!

Name	Date modified	Type	Size
carsp	8/14/2020 4:22 PM	File folder	
djd			
eBooks			
Excel			
gl_test			
GPS			
high_tech			
jlc			
linux_north			
opcug			
pages			
RSR_2019	4/9/2020 10:55 AM	File folder	
VRU	6/25/2019 9:21 AM	File folder	
web_site	9/19/2020 3:23 PM	File folder	
Word	9/15/2020 11:20 PM	File folder	

File Explorer window showing the contents of the folder `E:\alan`. The address bar shows the path: `This PC > DataDisk (E:) > alan`. The left sidebar shows the navigation pane with `DataDisk (E:)` selected. The main pane displays a list of folders in `E:\alan`.

Name	Date modified	Type	Size
carisp	8/14/2020 4:33 PM	File folder	
djd	11/5/2020 9:05 AM	File folder	
eBooks	11/4/2020 11:51 AM	File folder	
Excel	10/27/2020 8:03 PM	File folder	
gl_test	11/4/2020 11:51 AM	File folder	
GPS	3/27/2019 10:43 AM	File folder	
high_tech	10/7/2020 6:24 PM	File folder	
jlc	3/6/2020 10:41 AM	File folder	
linux_north	10/30/2020 2:27 PM	File folder	
opcug	10/29/2020 3:07 PM	File folder	
pages	3/27/2019 10:44 AM	File folder	
RSR_2019	4/9/2020 10:55 AM	File folder	
VRU	6/25/2019 9:21 AM	File folder	
web_site	9/19/2020 3:23 PM	File folder	
Word	9/15/2020 11:20 PM	File folder	

The folder `opcug` is circled in red. The status bar at the bottom left indicates 15 items.

File Explorer window showing the contents of the folder `E:\alan\opcug`. The address bar shows the path: `This PC > DataDisk (E:) > alan > opcug`. The ribbon includes tabs for File, Home, Share, and View, with various action buttons like Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut, Move to, Copy to, Delete, Rename, New folder, Easy access, Properties, Open, Edit, History, Select all, Select none, and Invert selection.

The left sidebar shows navigation options: Dropbox, OneDrive, This PC, 3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos, Local Disk (C:), DataDisk (E:), System Reserved, Barracuda\_01 (J:), and Network.

The main pane displays a list of files and folders with columns for Name, Date modified, Type, and Size. A red box highlights the main content area.

Name	Date modified	Type	Size
articles	10/21/2020 10:32 AM	File folder	
blog	6/28/2020 11:24 PM	File folder	
bod_minutes	10/19/2020 6:06 PM	File folder	
finances_2019	8/13/2020 10:39 PM	File folder	
history	3/23/2020 5:37 PM	File folder	
Logo	3/27/2019 10:44 AM	File folder	
newsletters	10/29/2020 1:08 PM	File folder	
paypal_test_site	3/27/2019 10:44 AM	File folder	
presentations	11/6/2020 7:12 PM	File folder	
QandA	10/1/2020 5:49 PM	File folder	
ag_mini_bio.txt	9/14/2020 9:38 AM	TXT File	2 KB
article_permission.txt	11/24/2012 10:10 AM	TXT File	1 KB
balloons.gif	6/2/2007 3:44 PM	GIF File	3 KB
bank_deposit.ods	9/7/2020 11:39 AM	OpenDocument S...	14 KB
banking.pdf	6/12/2020 10:50 AM	PDF-XChange Vie...	80 KB
blurb_duplicates.txt	3/16/2020 9:24 PM	TXT File	1 KB
bod_adr.odt	8/4/2015 5:55 PM	OpenDocument T...	16 KB
bod_email.txt	3/18/2020 5:32 PM	TXT File	1 KB

80 items

The screenshot shows a Windows File Explorer window with the address bar set to `E:\alan\opcug`. The ribbon includes tabs for File, Home, Share, and View. The ribbon contains various icons for file operations like Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut, Move to, Copy to, Delete, Rename, New folder, Easy access, Properties, Open, Edit, History, Select all, Select none, and Invert selection.

The navigation pane on the left shows the following locations: Dropbox, OneDrive, This PC, 3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos, Local Disk (C:), DataDisk (E:), System Reserved, Barracuda\_01 (J:), and Network. The DataDisk (E:) drive is selected.

The main pane displays a list of files and folders. The 'articles' and 'blog' folders are circled in red. The list includes:

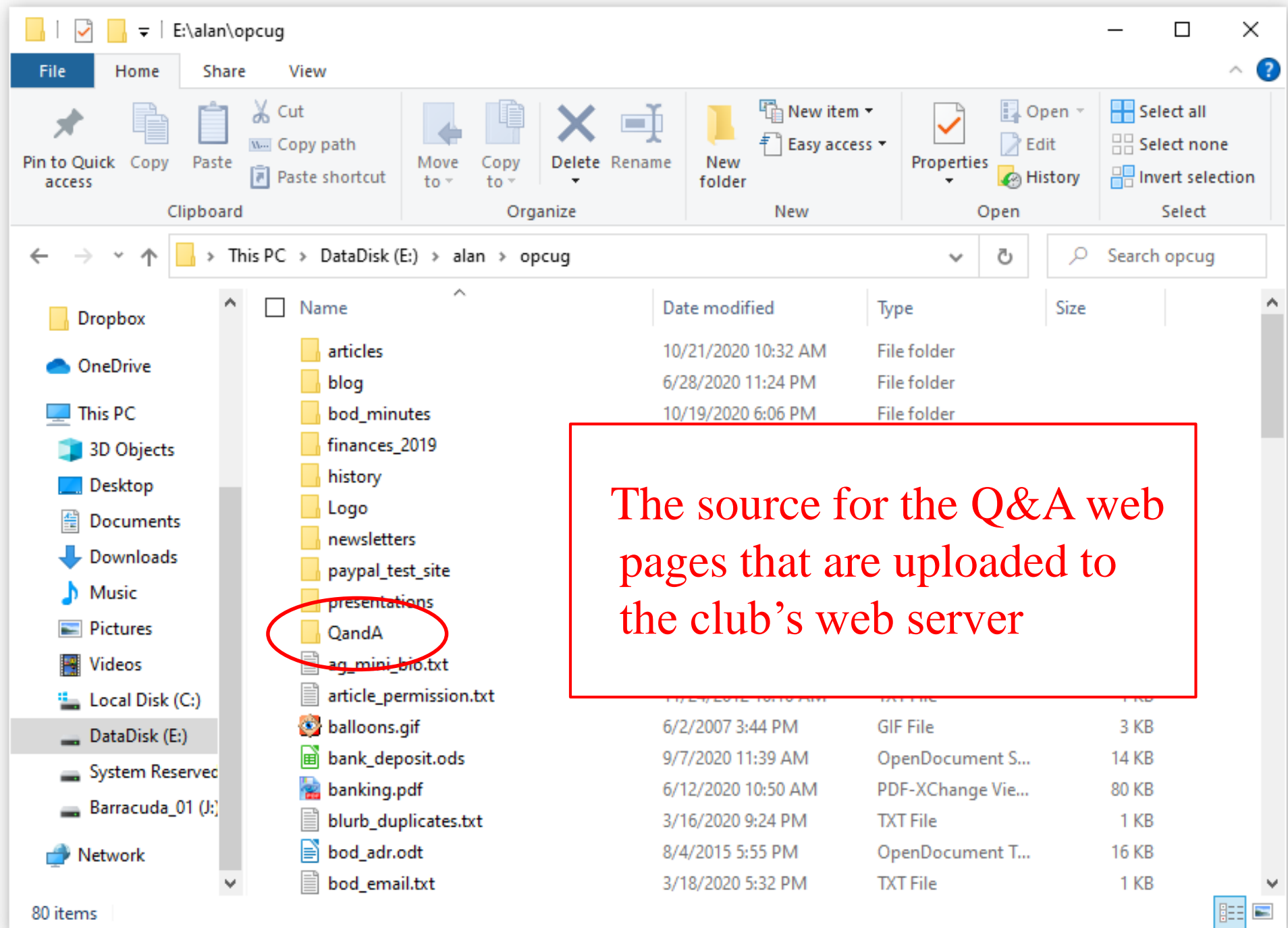
Name	Date modified	Type	Size
articles	10/21/2020 10:22 AM	File folder	
blog			
bod_minutes			
finances_2019			
history			
Logo			
newsletters			
paypal_test_site			
presentations			
QandA	10/1/2020 5:49 PM	File folder	
ag_mini_bio.txt	9/14/2020 9:38 AM	TXT File	2 KB
article_permission.txt	11/24/2012 10:10 AM	TXT File	1 KB
balloons.gif	6/2/2007 3:44 PM	GIF File	3 KB
bank_deposit.ods	9/7/2020 11:39 AM	OpenDocument S...	14 KB
banking.pdf	6/12/2020 10:50 AM	PDF-XChange Vie...	80 KB
blurb_duplicates.txt	3/16/2020 9:24 PM	TXT File	1 KB
bod_adr.odt	8/4/2015 5:55 PM	OpenDocument T...	16 KB
bod_email.txt	3/18/2020 5:32 PM	TXT File	1 KB

A red text box in the center of the window contains the following text:

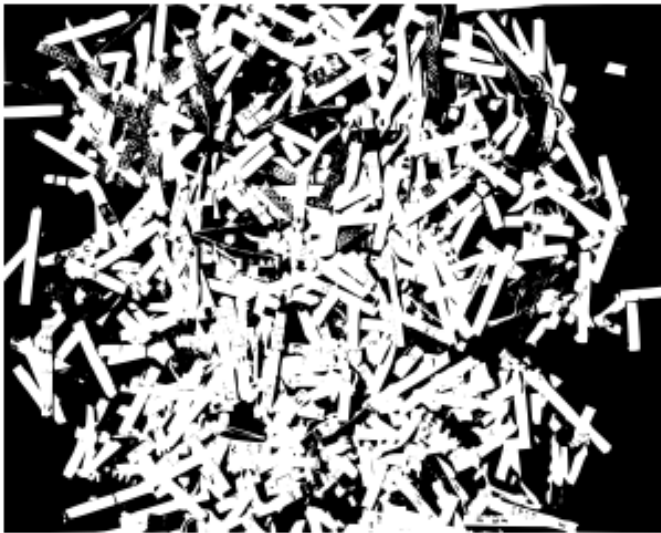
These are 'Documents'  
but they are stored as  
(/alan) "opcug" files

File Explorer window showing the directory structure of E:\alan\opcug. The 'presentations' folder is circled in red. A red box highlights the text: "The weekly Q&A PowerPoint deck is developed here".

Name	Date modified	Type	Size
articles	10/21/2020 10:32 AM	File folder	
blog	6/28/2020 11:24 PM	File folder	
bod_minutes	10/19/2020 6:06 PM	File folder	
finances_2019			
history			
Logo			
newsletters			
paypal_test_site			
presentations			
QandA			
ag_mini_bio.txt	9/14/2020 9:38 AM	TXT File	2 KB
article_permission.txt	11/24/2012 10:10 AM	TXT File	1 KB
balloons.gif	6/2/2007 3:44 PM	GIF File	3 KB
bank_deposit.ods	9/7/2020 11:39 AM	OpenDocument S...	14 KB
banking.pdf	6/12/2020 10:50 AM	PDF-XChange Vie...	80 KB
blurb_duplicates.txt	3/16/2020 9:24 PM	TXT File	1 KB
bod_adr.odt	8/4/2015 5:55 PM	OpenDocument T...	16 KB
bod_email.txt	3/18/2020 5:32 PM	TXT File	1 KB



**It may be chaotic...**



**...but, it's my  
(organized)  
chaos!**



Share

# Controlled Folder Access

Introduced in 2017: Windows 10  
Fall Creators Update (v1709)

Protects data files against ransomware  
(a.k.a. file-encrypting malware)

Only allows “trusted” programs to write to

- “protected folders”
- “protected memory”



Share

# Controlled Folder Access

Default protection:

- Protected folders:
  - “Documents”, “Pictures”, “Videos”, “Music” (public and personal)
  - “Favorites” (personal)
- Trusted programs:
  - Windows has a “list of trusted software”
  - only Microsoft knows what’s on the list!

You can’t remove any of the defaults

You can add

- additional protected folders
- additional trusted programs



## Demo

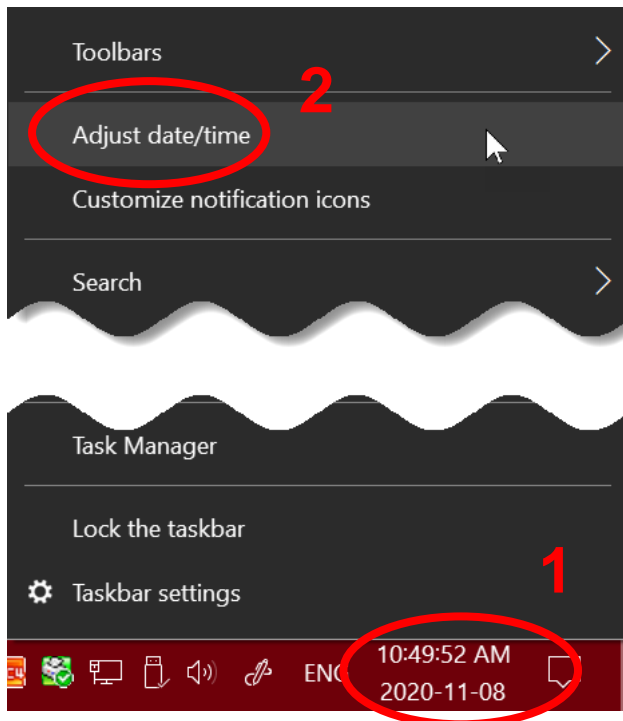


My computer did not update to Standard Time. How can I fix this?



# A

- 1 - Right-click clock in Taskbar
- 2 - Adjust date/time



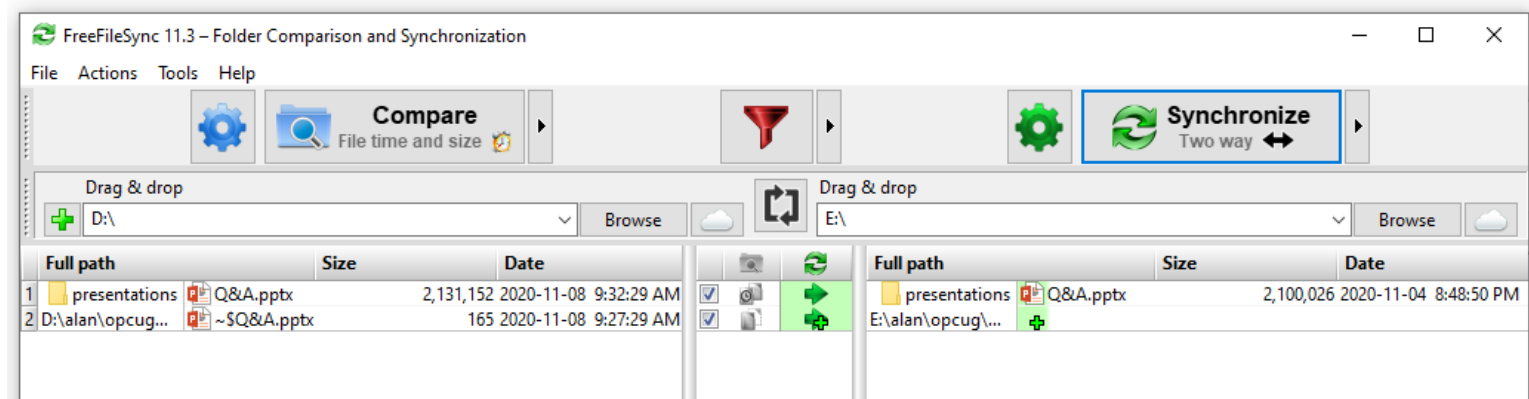
The image shows the Windows 'Date & time' settings page. Red callout boxes with arrows point to specific settings:

- 'Turn on' points to the 'Set time automatically' toggle, which is currently turned on.
- 'Good for traveling laptops' points to the 'Set time zone automatically' toggle, which is currently turned off.
- 'Click' points to the 'Synchronize your clock' button.
- 'Set time zone' points to the 'Sync now' button.
- 'Turn on' points to the 'Adjust for daylight saving time automatically' toggle, which is currently turned on.

The current date and time shown is 10:37 AM, November 8, 2020. The time zone is set to (UTC-05:00) Eastern Time (US & Canada).

# A DST wrinkle with dual-boot

- Dual-boot Windows 10 and Linux Mint
- Dedicated data partition (Drive D:/DataDisk)
- Synchronize D:/DataDisk to external USB drive using FreeFileSync



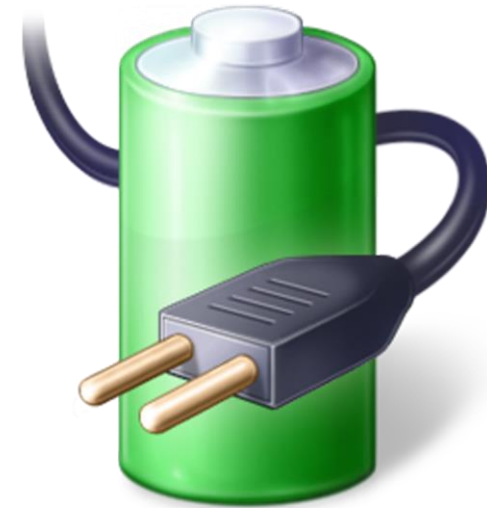
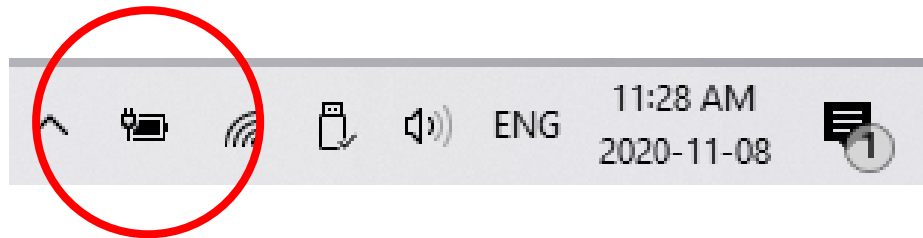
- When the time changes every file is listed for transfer (5-7 GB)!

```
D:\agtemp\help_daylight_savings.txt - Notepad++
File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?
help_daylight_savings.txt
1 Correcting for DST with FreeFileSync
2 https://linuxnorth.wordpress.com/2014/11/05/correcting-for-dst-with-freefilesync/
3
4 Spring
5 find /media/SILICON16GB -type f -exec touch -r '{}' -d '+1 hour' '{}' \;
6
7 Fall
8 find /media/SILICON16GB -type f -exec touch -r '{}' -d '-1 hour' '{}' \;
9
```

- Find all files (recursively) in all folders of the USB flash drive
- Use specified time instead of current date/time
- Run touch and subtract 1 hour from the date-time stamp



The “Power” icon disappeared from my Taskbar. How can I get it back?



# A

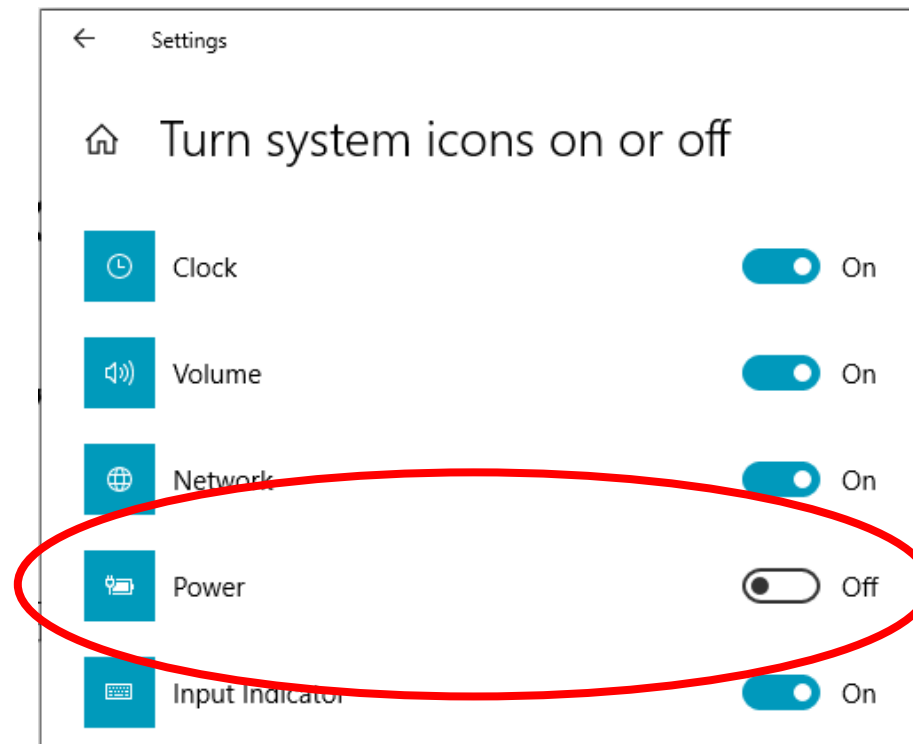
## Settings

### Personalization

#### Taskbar

#### Turn system icons on or off

#### Power









When browsing with **up-to-date** Chrome or Edge to <https://RottenTomatoes.com>, the main page flashes and then I get...


We're sorry, but  
your browser isn't supported



To enjoy RottenTomatoes.com, try using a newer browser like  
Google Chrome, or Mozilla Firefox.



Mozilla Firefox



Google Chrome

But it works fine with  
Firefox...



**Any Other:  
Questions?  
Comments?  
Shares?**



**If we have time...**

## **Awesome Icons**

*Customize the icons on your Android smartphone*



*Alan German*



**Tech Café, OPL**  
**November 23, 4:00 pm**

**Scam Avoidance**  
**and Trust**

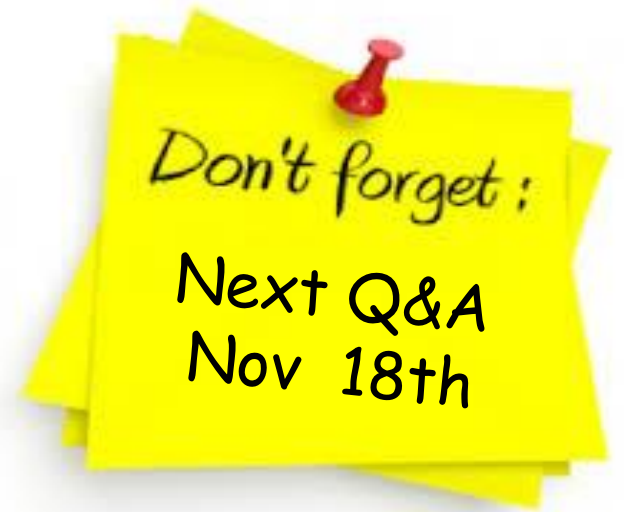


Lawrence Patterson

*Register at:* [opcug.ca/opl-presentations/](https://opcug.ca/opl-presentations/)



# Questions



**Send your questions, answers, and topics you wish to share to:**

**[SuggestionBox@opcug.ca](mailto:SuggestionBox@opcug.ca)**

