



Q&A

Alan German & Chris Taylor
Ottawa PC Users' Group

Follow-up

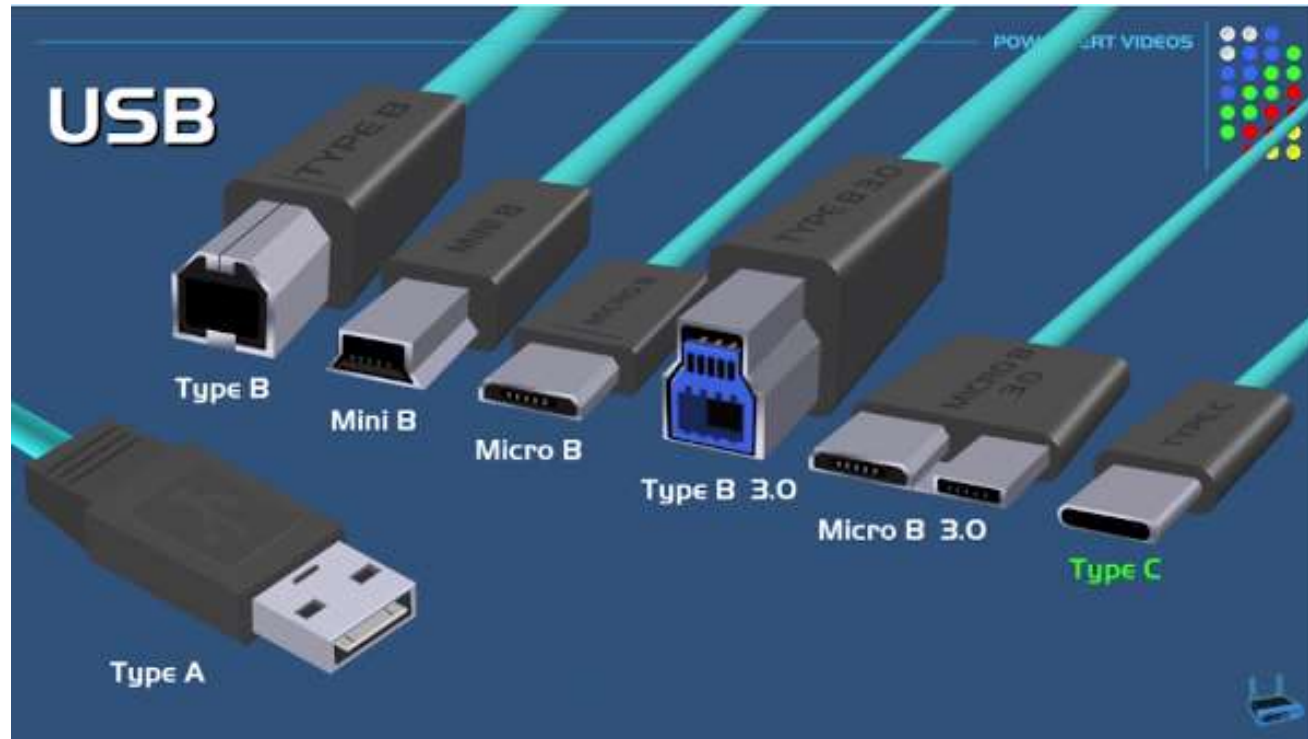
WiFi key update interval

- Last week
 - recommendation to set a short key update time
- Chris thought it might only apply if using TKIP for encryption
 - most people use AES for encryption
- It also applies if using AES
 - most routers seem to default to 3600 seconds (1 hour)
 - look for WiFi option *Key Update Interval* or *Key rotation interval* or some such

WPA Mode : Auto (WPA or WPA2) ▼
Cipher Type : TKIP and AES ▼
Group Key Update Interval : 3600 (seconds)

Follow-up

USB Ports, Cables, Types, and Connectors



PowerCert Animated Video

<https://www.youtube.com/watch?v=pIZREjck9jg>

Share

Recording in PowerPoint

- Can record a video of a PowerPoint as you present it. Optionally include audio and a cameo from webcam.



- Can record a PowerPoint presentation with audio and video only.

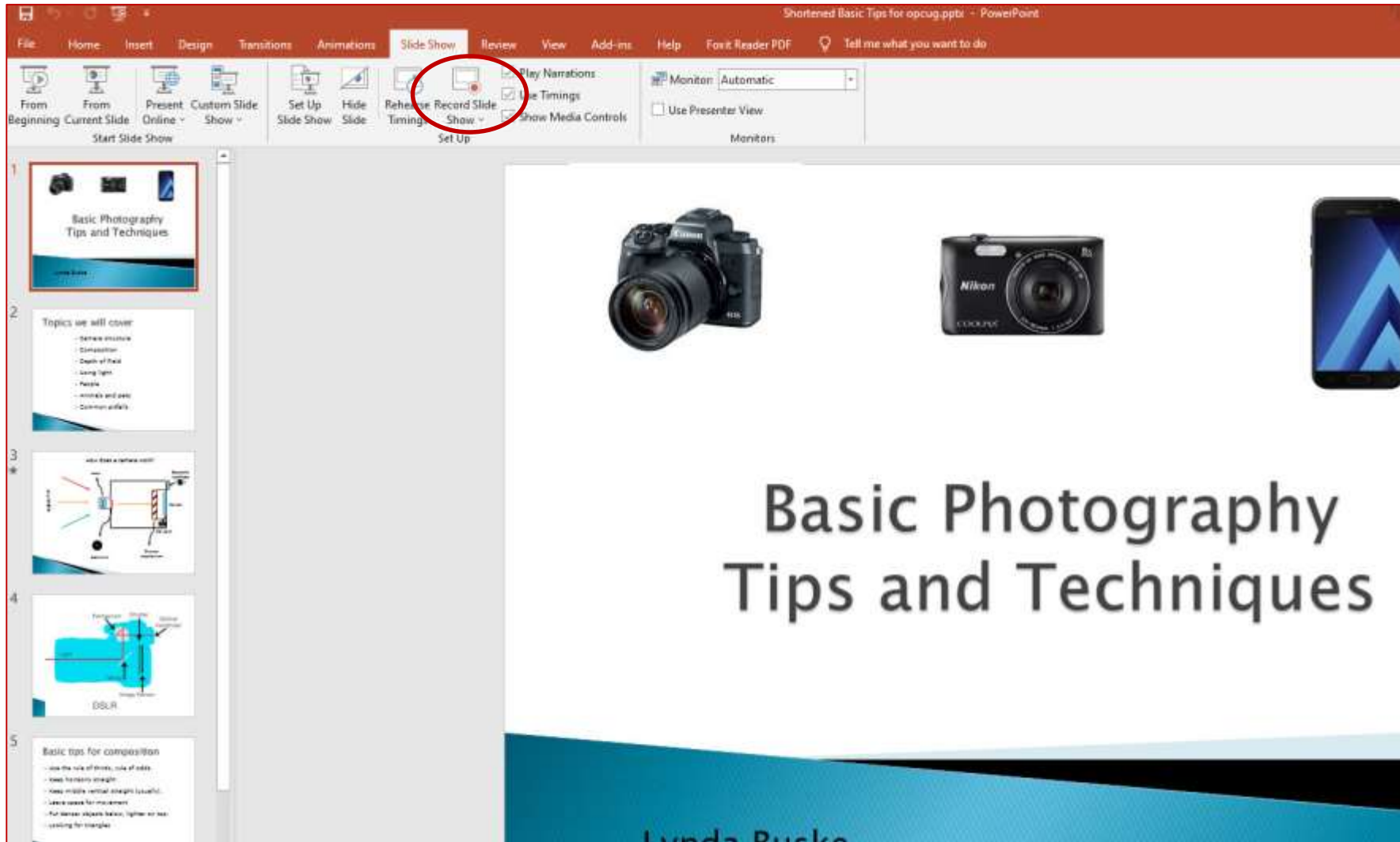


- Can record a video of any area of your desktop, e.g. another program.



Share

Video recording in PowerPoint



Share

Count down to record

RECORD STOP REPLAY

NOTES

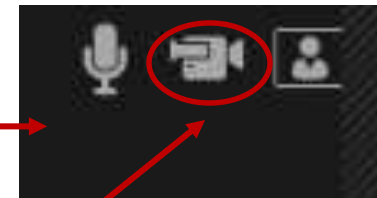
X CLEAR

Basic Photography
Tips and Techniques

3

Lynda Buske

Slide 1 of 7
0:00 / 0:00



DEMO

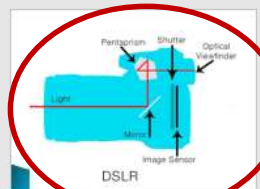
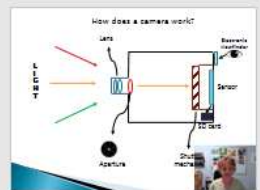
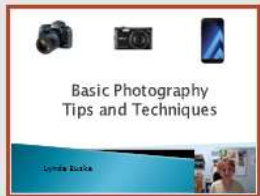
Share

Saving the file

1. Save as a **PowerPoint file** (.pptx)
 - Trim or perform other edits on a slide by slide basis
 - Audience must have PowerPoint
2. Export as a **video file** (.mp4)
 - *File | Export | Create a video | Create video.*
 - Allow it time to record
 - Can edit extensively but as a whole presentation.
 - Can share with anyone

Share

How to edit a pptx video file that includes a cameo



Can delete in normal fashion

Underline (Ctrl+U)
Underline your text.



Basic Photography Tips and Techniques

Lynda Buske

Click on photo →



Video Tools
Format Playback

Animations Slide Show Review View Add-ins Help Foxit Reader PDF Tell me what you want to do

Font Paragraph Drawing Editing

Shape Fill Shape Outline Shape Effects Find Replace Select



Basic Photography Tips and Techniques

Lynda Buske

ns Animations Slide Show Review View Add-ins Help Foxit Reader PDF **Format** Playback Tell me what you want to do

Video Styles

Video Shape Video Border Video Effects

Accessibility Arrange



Note: Format only applies to cameo

Basic Photography Tips and Techniques

Lynda Buske

00:00.00

Basic Tips video 1 with pic and music.pptx - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Add-ins Help Foxit Reader PDF Format **Playback**

Video Tools

Play Add Bookmark Remove Bookmark Trim Video

Fade Duration

Fade In: 00.00

Fade Out: 00.00

Start: Automatically

Loop until Stopped

Play Full Screen

Hide While Not Playing

Volume

Rewind after Playing

Insert Captions

Preview Bookmarks Editing Video Options Caption Options

1
★


Basic Photography
Tips and Techniques

Lynda Buckle

2
★

Topics we will cover

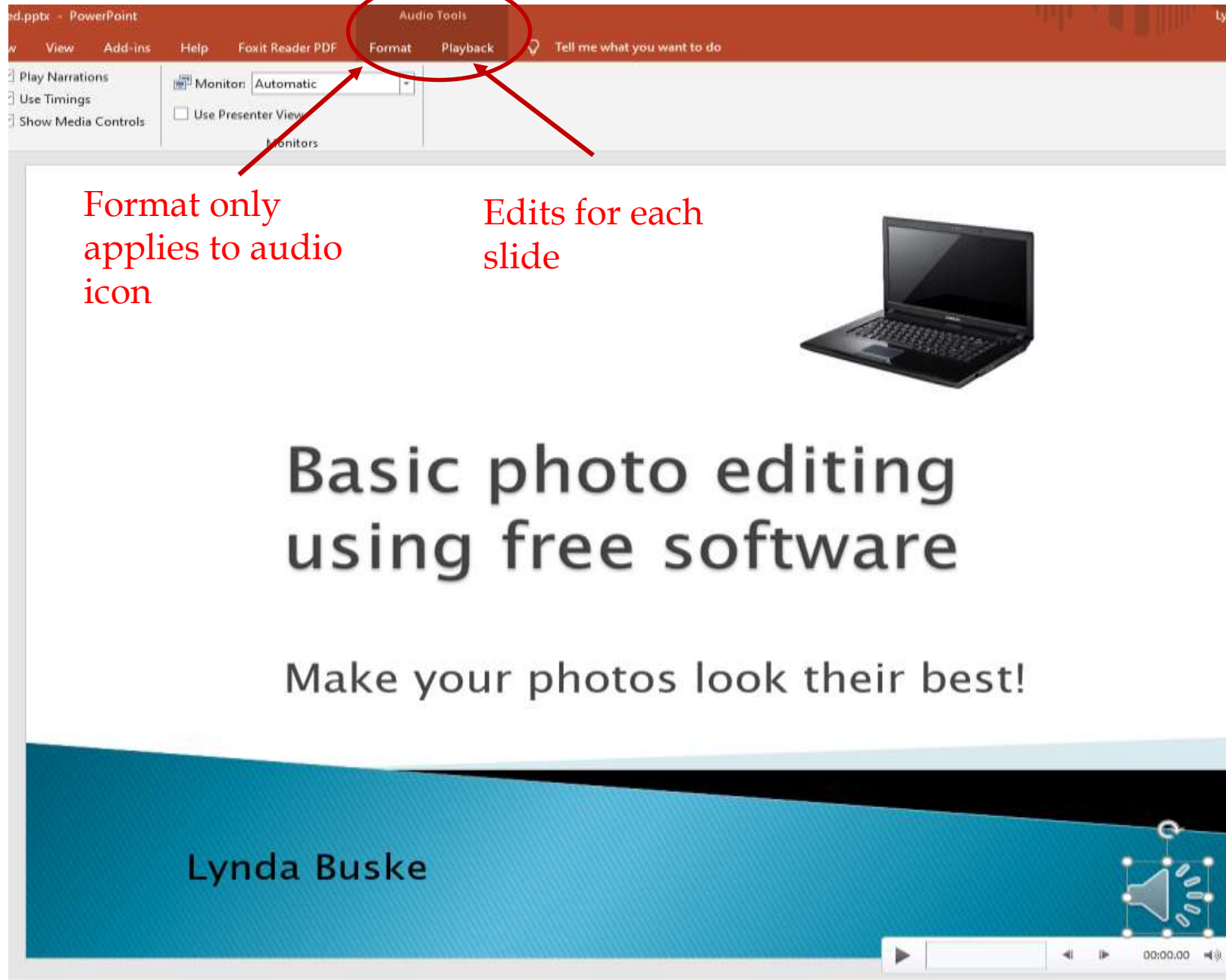
- Camera structure
- Composition
- Depth of Field
- Using light
- People
- Animals and pets



Note: Playback functions apply to each individual slide

Share

How to edit a pptx video file that has no cameo



The screenshot shows the PowerPoint interface with the Audio Tools ribbon selected. The ribbon contains the following tabs: Format, Playback, and Tell me what you want to do. The Format tab is circled in red, and a red arrow points from it to the text "Format only applies to audio icon". The Playback tab is also circled in red, and a red arrow points from it to the text "Edits for each slide". The main slide content includes a laptop image, the title "Basic photo editing using free software", the subtitle "Make your photos look their best!", and the name "Lynda Buske". A video player control bar is visible at the bottom right.

Format only applies to audio icon

Edits for each slide

Basic photo editing using free software

Make your photos look their best!

Lynda Buske

Share

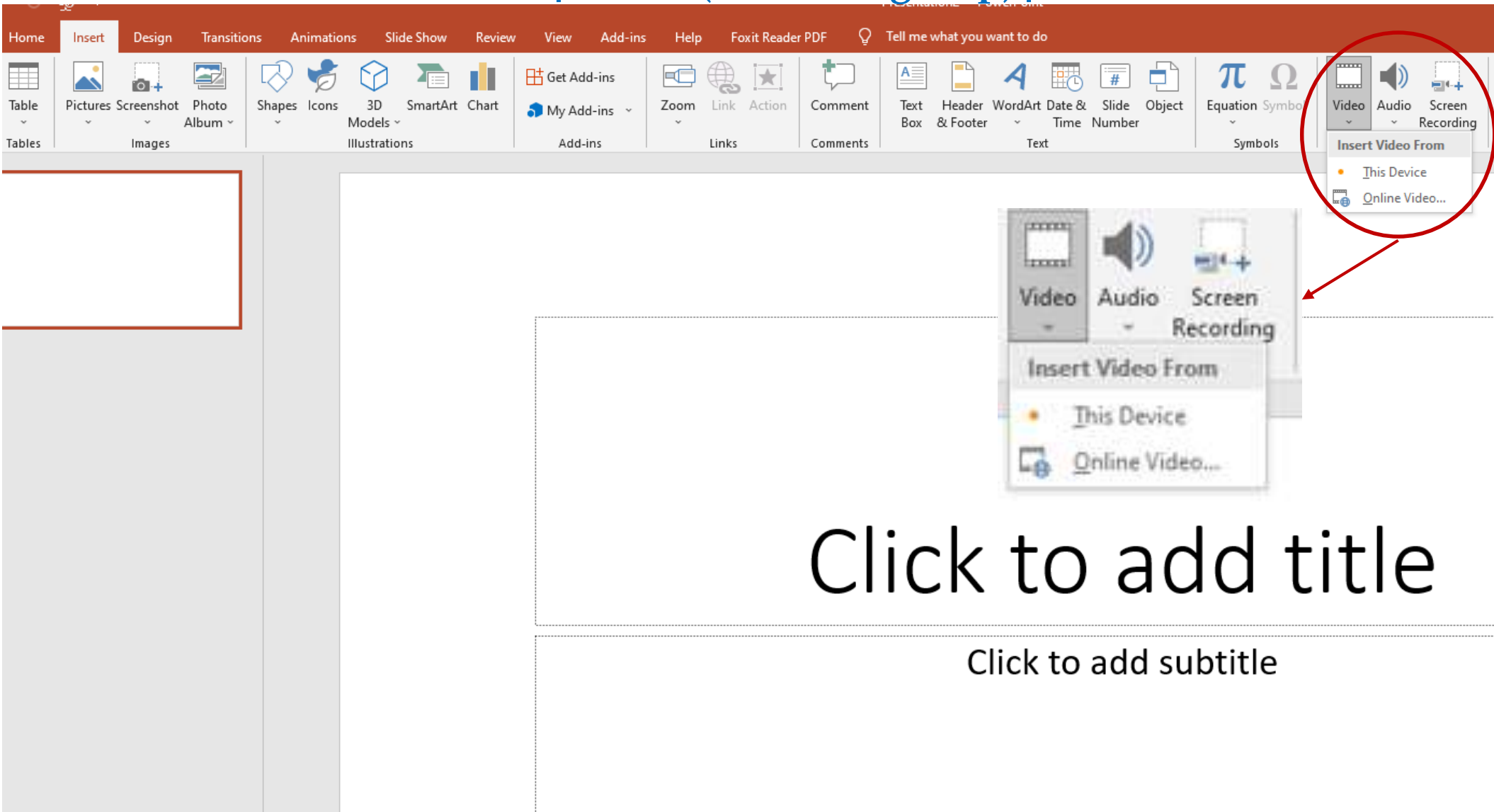
Things to note with pptx videos

- Sound cuts out when you advance to the next slide.
- You can only move forwards through your slides
- Your cameo may cover up important content of your slide
- Can't move the cameo
- Formatting not available for the overall look of the slides.

Share

How to import an mp4 video into PowerPoint

- Open new presentation
- Insert | Video (in media group) | This device



The image shows a screenshot of the Microsoft PowerPoint interface. The top ribbon is set to the 'Insert' tab. The 'Video' button in the 'Media' group is highlighted with a red circle, and its dropdown menu is open, showing options for 'This Device' and 'Online Video...'. A red arrow points from the 'This Device' option to a larger, semi-transparent version of the 'Video' button and its dropdown menu. Below this, the text 'Click to add title' and 'Click to add subtitle' is displayed in a large, black font. The background of the slide is a light gray with a white title and subtitle box.

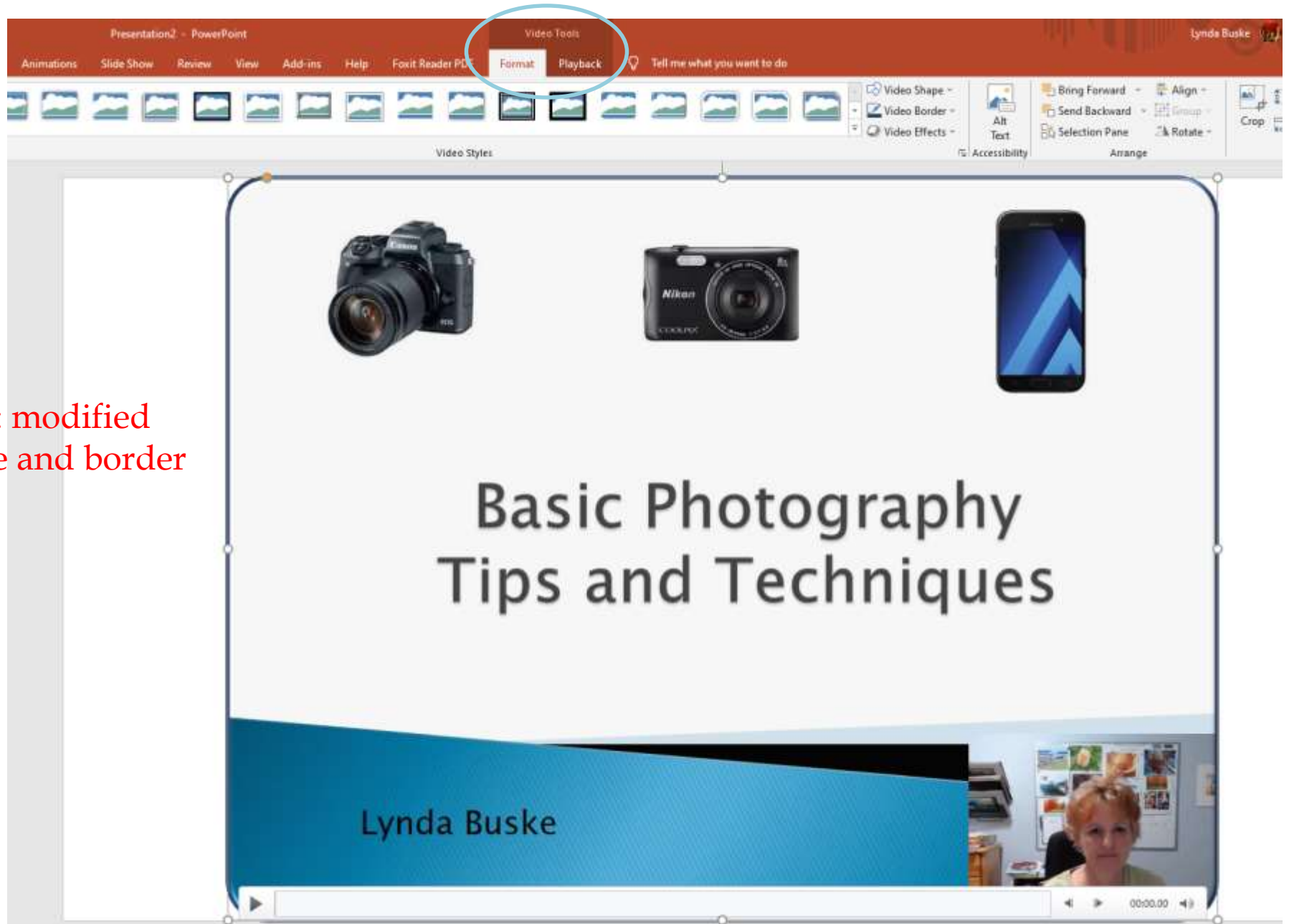
Click to add title

Click to add subtitle

Share

How to edit mp4 video within Powerpoint

- Video Tools | Format – shape, border, etc.

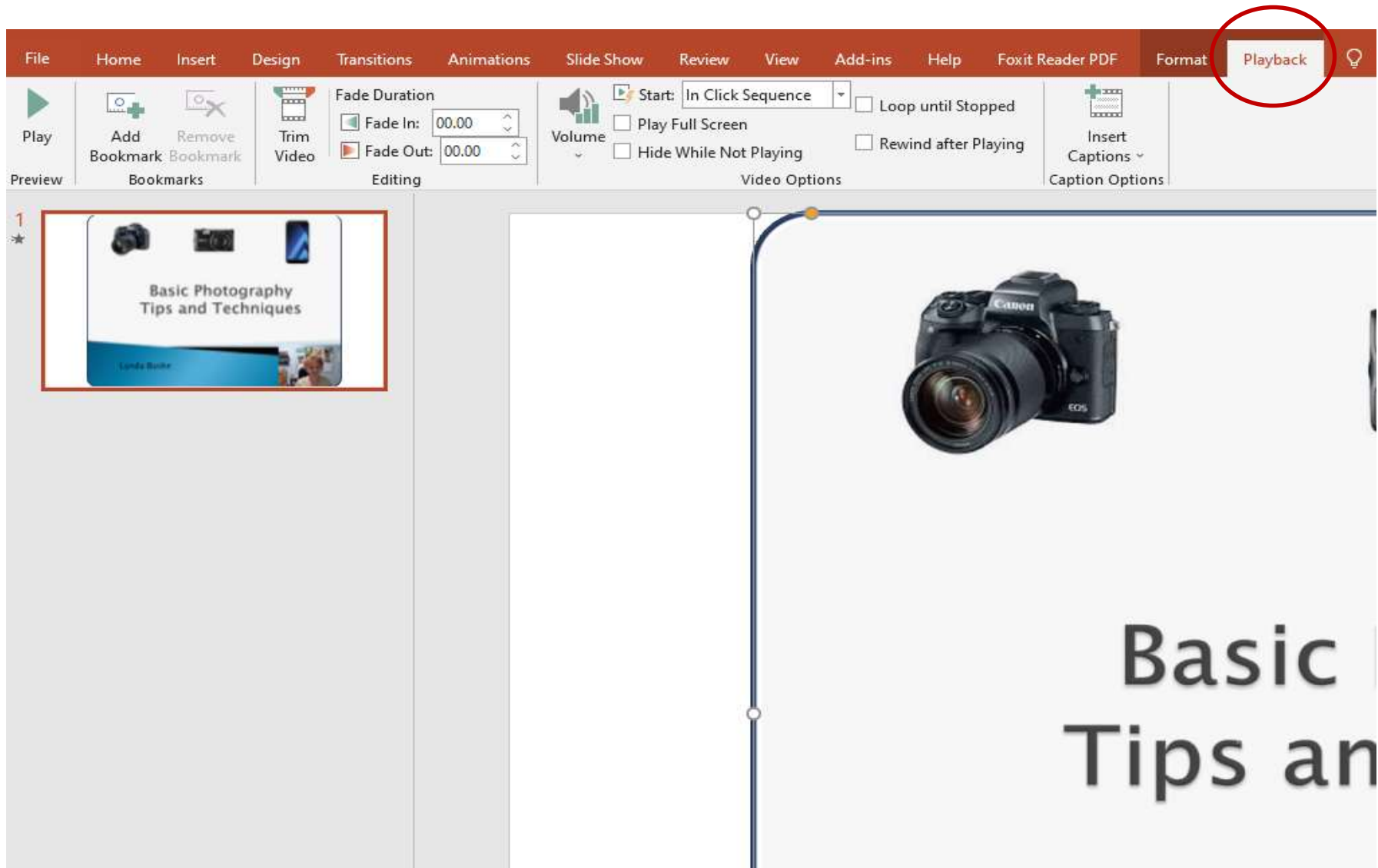


Note: modified shape and border

Share

How to edit mp4 video within Powerpoint

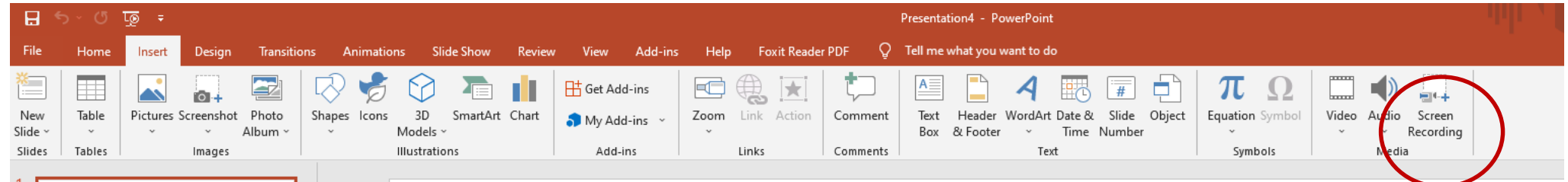
- Video Tools | Playback - trim, fade, etc.



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Screen recording of any active application

Start a new PowerPoint deck, select Insert tab | Screen Recording (in media group)



Note: It will automatically minimize the new presentation and show whatever is visible on your desktop. To simplify, maximize the program you want to record in and close or minimize everything else before you click on screen recording.

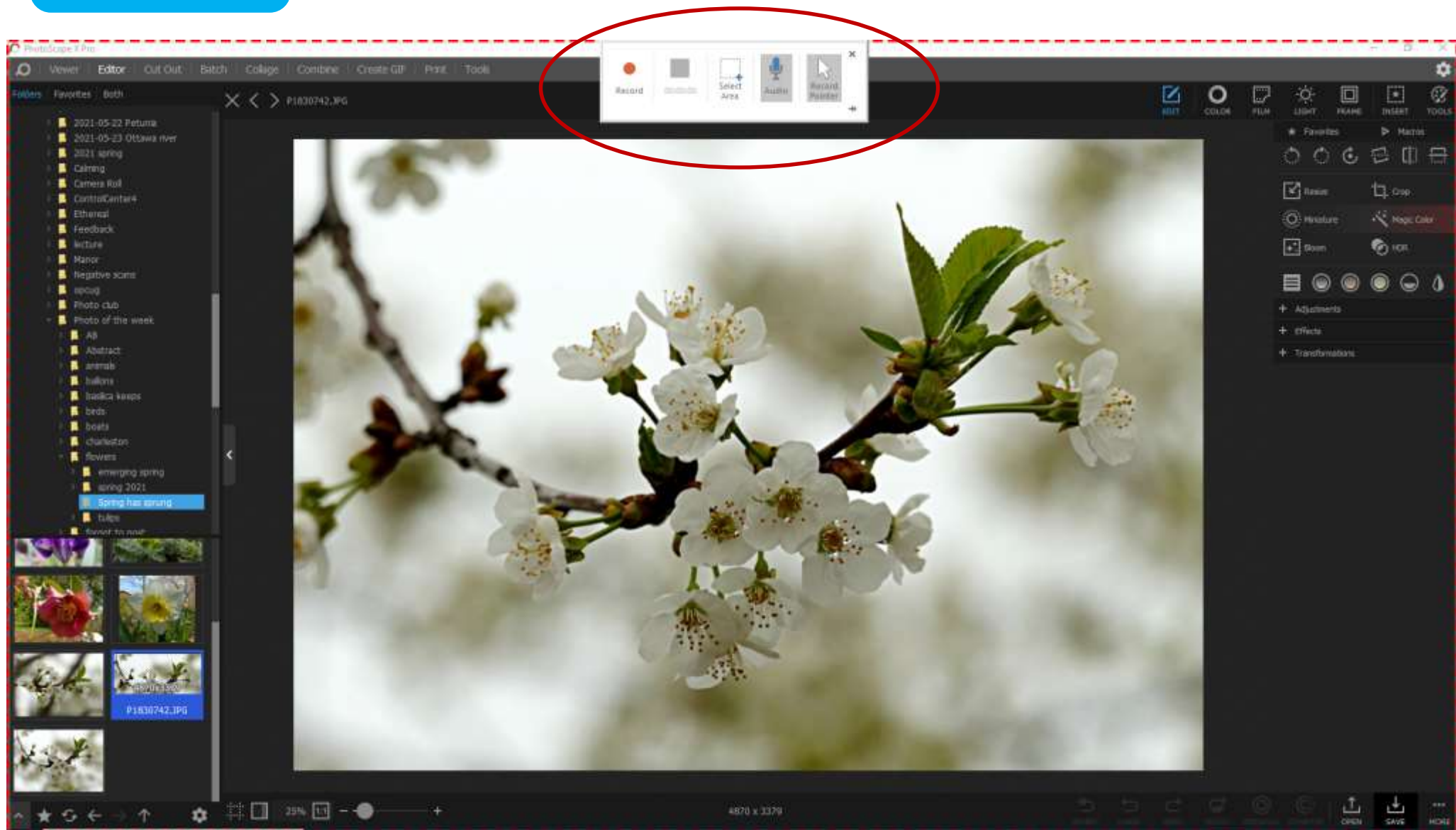
Click to add title

Click to add subtitle

If you want to screen record a powerpoint presentation, start the slide show, then Alt Tab back to “new presentation” and then “screen recording”.

Share

Recording from my photo editing program



DEMO

Share

Things to note regarding screen recordings

- If you are screen recording a PowerPoint presentation, you can go backward and forward through slides
- Audio doesn't cut out when you advance a slide.
- You can record any activity on your desktop.
- Cannot insert a cameo.

Share

The absolutely, positively, easiest way to screen record in Windows 10

- Xbox Game bar
 - built into Windows 10
 - enabled by default
 - Settings | Gaming | Xbox Game bar
 - Win+Alt+R to start recording
 - toggle microphone on or off
 - Win+Alt+R to stop recording
 - or stop button in control box
 - video auto-saved
 - *This PC | Videos | Captures*



Share

Advantages of Xbox Game Bar



Windows 10

+



Share

Disadvantages of Xbox Game Bar

- Only record *active window*
 - can't record
 - defined area of screen
 - desktop
 - File Explorer
 - menus you open within a program
- Enhancements require another editor
 - trimming, fades, text, etc.

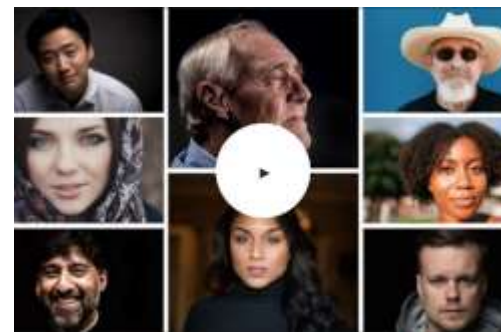
Share

Settings | Gaming

- *Xbox Game Bar*
 - *Start/stop recording hotkey*
 - *other hotkeys only work for games*
 - *toggle microphone, pause, show camera, etc.*
- *Captures*
 - *folder for captures*
 - *Record audio when I record a game*
 - *system audio*
 - *turn mic on by default when I record*
 - *can also toggle during recording using control box*
 - *capture mouse cursor*
 - *other settings seem to be just for games*
 - *mic/system audio volume, audio quality, video frame rate/quality*

Share

Dictation.io



- Voice dictation software has been around for a long time. The major problem aside from accuracy is cost.
- Dictation.io is a website which is free, uses Google's speech recognition daemons, and works with Chrome.
- The author claims it must be used with Google Chrome but I tested it with Brave browser on my phone with no problems at all so I assume chromium browsers are the requirement.
- Did I mention free?

Stewart Bruce

<https://dictation.io/>



Gmail labels and folders and moves – oh my!

- Other email programs I have used
 - let you sort your emails into folders
- Gmail uses labels instead
 - could someone explain/demo how they work?



Gmail

A

Gmail and folders

- Gmail looks like it has folders
 - Inbox, Starred, Drafts, Social, Sent, Bin...
- They are illusions!
- My belief
 - all emails exist in a single pot
 - labels are used to
 - organize
 - give the appearance of folders

DEMO

The PDF of the deck at the Q&A section of the OPCUG website will have additional slides covering the demo material

A

Gmail and folders

- Select any message
 - toolbar appears
 - click *Labels* icon
 - click *Manage labels*
- System labels
 - Inbox, Starred, Sent, Drafts, Bin...
 - you can't delete, but you can hide
- Categories
 - Social, Updates, Promotions...
 - you can't delete, but you can hide
- Labels
 - personally-created labels
 - you can hide and delete

A Adding labels

- Select any message
- Toolbar appears
- Click *Labels* icon
- Click *Create new*
- Give it a name
 - optionally nest under an existing label
 - label appears in the hierarchy on the left
 - sort of like a *folder*, right?



The screenshot shows a 'New label' dialog box with a close button (X) in the top right corner. Below the title, there is a text input field with the placeholder text 'Please enter a new label name:'. Below that is a checkbox labeled 'Nest label under:' followed by a dropdown menu. At the bottom right, there are two buttons: 'Cancel' and 'Create'.

A Labelling messages

- Select any message
- Toolbar appears
- Click *Labels* icon
- Select the label you want
- Email now appears in both original *folder* and new *folder*
 - *we know they are not really folders...*

A

Moving messages

- Select any message
- Toolbar appears
- Click *Move to* icon
- Select the *label* you want
 - *we know they aren't folders (nothing moves)...*
- Email now only under chosen *label*
 - *we know they are not folders...*
 - *and we are not really moving anything*
 - *Inbox* label is removed

A

Losing emails

- Remove all labels
 - email won't show up anywhere!
- Select email with something unique
 - subject, body, etc.
 - add a custom label, email still appear under Inbox
 - email now also appears under label
 - select the message and remove all labels
 - email disappears from all views

A Finding lost messages

Search!

`-has:userlabels -in:inbox -in:sent -in:draft`

*Doesn't have any
user-created labels*

*Not in;
inbox, sent, or draft*

- Select messages you want to keep
 - *Move to Inbox*, or
 - add any label
- Gmail search operators
 - <https://support.google.com/mail/answer/7190?hl=en>



File Explorer Mysteries

File Explorer path: Ce PC > Disque local (C:) > Joc > GAJ > htdocs > images > IL

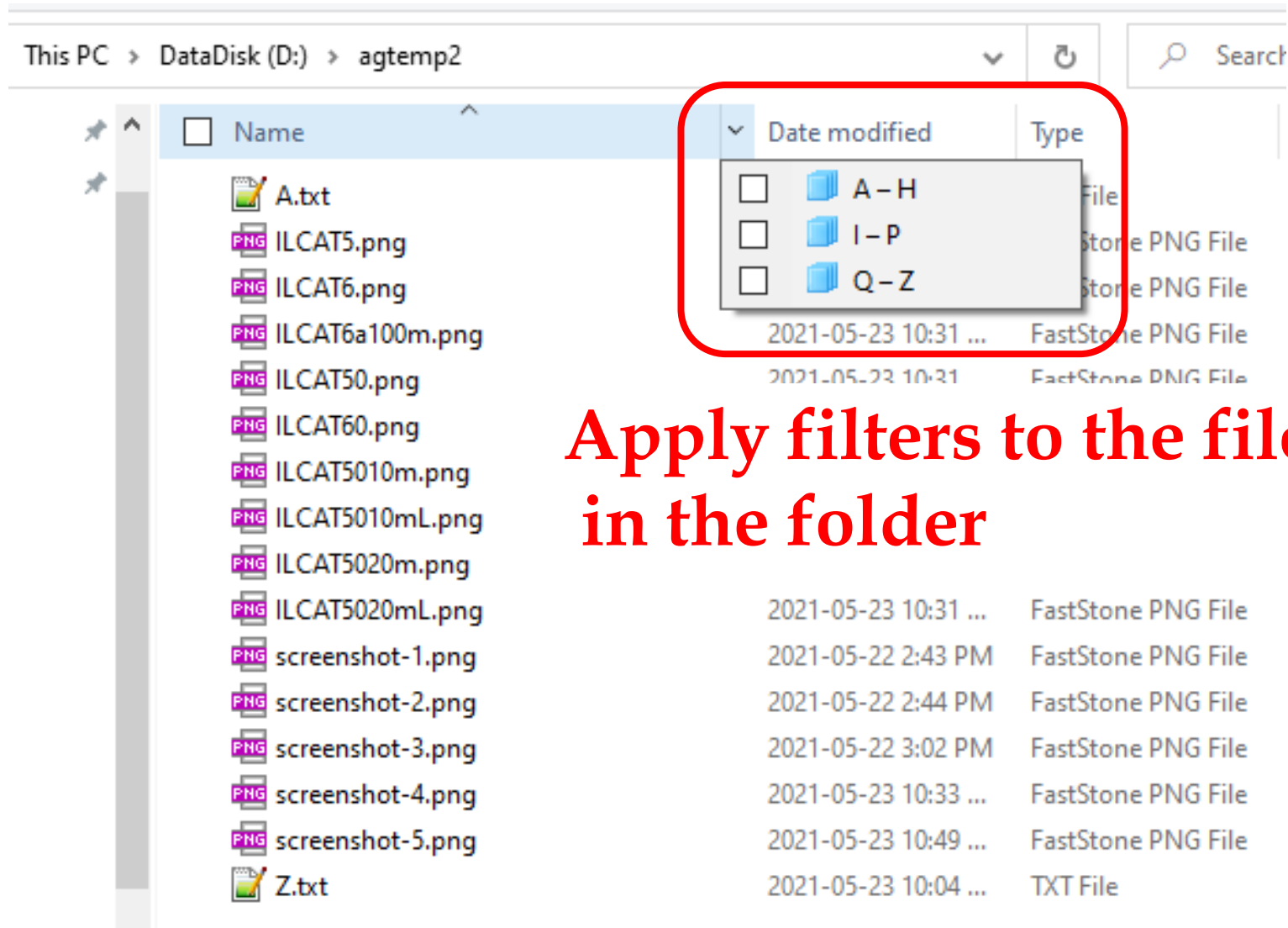
Clicking on "v" gives me I-P why?

Why "6" comes before "5"?

Nom	Type	Taille
ILCAT6a020m.png	IrfanView PNG File	15 Ko
ILCAT6a020mL.png	IrfanView PNG File	6 Ko
ILCAT6a040m.png	IrfanView PNG File	16 Ko
ILCAT6a040mL.png	IrfanView PNG File	7 Ko
ILCAT6a080m.png	IrfanView PNG File	18 Ko
ILCAT6a080mL.png	IrfanView PNG File	7 Ko
ILCAT6a100m.png	IrfanView PNG File	18 Ko
ILCAT6a100mL.png	IrfanView PNG File	1 Ko
ILCAT5010m.png	IrfanView PNG File	3 Ko
ILCAT5010mL.png	IrfanView PNG File	1 Ko
ILCAT5020m.png	IrfanView PNG File	3 Ko
ILCAT5020mL.png	IrfanView PNG File	2 Ko
ILCAT5040m.png	IrfanView PNG File	3 Ko
ILCAT5040mL.png	IrfanView PNG File	7 Ko
ILCAT5060Math.png	IrfanView PNG File	

A

Q1 - Filters






**Apply filters to the file names
in the folder**

A

Q2 - A typographical issue?

> DataDisk (D:) > agtemp2

<input type="checkbox"/> Name	Date modified	Type
 1.txt	2021-05-22 2:56 PM	TXT File
 l.txt	2021-05-22 2:58 PM	TXT File
 l.txt	2021-05-22 2:58 PM	TXT File

Lower-case "L"

Upper-case "I"

...H **I** J K **L** M...

But, no!

ILCAT6a100m.png

ILCAT5010m.png

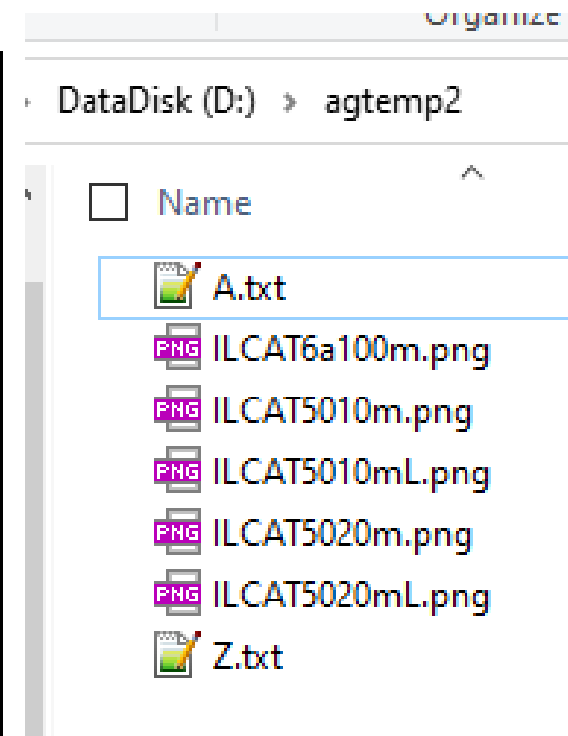
A

Rules for filename sorting

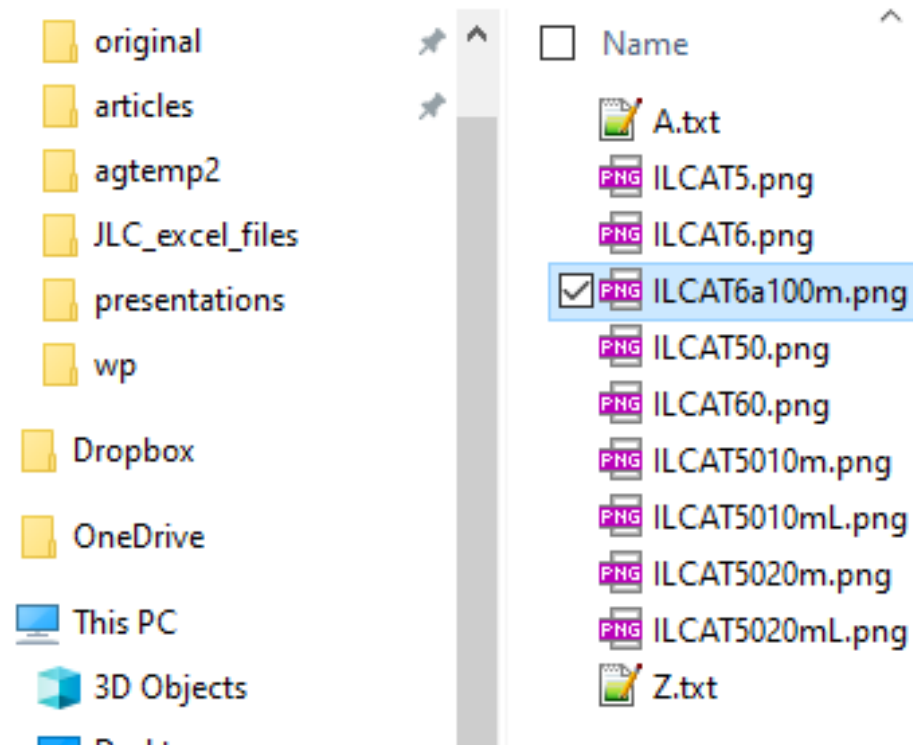
- File Explorer and the dir command show different sort orders

```
Directory of D:\agtemp2
```

```
2021-05-23 10:31 AM <DIR> .
2021-05-23 10:31 AM <DIR> ..
2021-05-23 10:04 AM      0 A.txt
2021-05-23 10:31 AM      941 ILCAT5010m.png
2021-05-23 10:31 AM    2,303 ILCAT5010mL.png
2021-05-23 10:31 AM    1,001 ILCAT5020m.png
2021-05-23 10:31 AM    2,468 ILCAT5020mL.png
2021-05-23 10:31 AM    6,803 ILCAT6a100m.png
2021-05-23 10:04 AM      0 Z.txt
          7 File(s)      13,516 bytes
          2 Dir(s)  12,061,814,784 bytes free
```




```
0 A.txt
2,468 ILCAT5.png
2,468 ILCAT50.png
941 ILCAT5010m.png
2,303 ILCAT5010mL.png
1,001 ILCAT5020m.png
2,468 ILCAT5020mL.png
6,803 ILCAT6.png
6,803 ILCAT60.png
6,803 ILCAT6a100m.png
0 Z.txt
```



Strange behaviour for numeric sorting

- numbers being sorted before alpha characters when the difference is at the start of a filename
- but alpha taking precedence over numbers when in the middle of a filename.



Enable or Disable Numerical Sorting in File Explorer in Windows 10


How to Enable or Disable Numerical Sorting in File Explorer in Windows 10

Published by Shawn Brink

15 Aug 2017

How to Enable or Disable Numerical Sorting in File Explorer in Windows 10

Information



Numerical sorting in File Explorer is enabled by default in Windows 10.

When numerical sorting is enabled, File Explorer will sort file names by increasing number value (for example, 3 < 22 < 111).

When numerical sorting is disabled, File Explorer will sort file names by each digit in a file name (for example, 111 < 22 < 3).

This tutorial will show you how to enable or disable **numerical sorting** in File Explorer for all users in **Windows 10**.

You must be signed in as an **administrator** to enable or disable numerical sorting in File Explorer.

<https://www.tenforums.com/tutorials/91417-enable-disable-numerical-sorting-file-explorer-windows-10-a.html>

A

Good news and bad news!

OPTION ONE

To Enable or Disable Numerical Sorting in File Explorer using Local Group Policy Editor

Note

Local Group Policy Editor is only available in the **Windows 10 Pro, Enterprise, and Education editions**.

All editions can use **Option TWO** below.

OPTION TWO

To Enable or Disable Numerical Sorting in File Explorer using a REG file

Note

The .reg files below will add and modify the DWORD value in the registry keys below.

HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Policies\Explorer

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Policies\Explorer

NoStrCmpLogical DWORD (delete) = Enable **1** = Disable

At first, I thought this was pretty bizarre to have this the default in a file manager

But then I thought of things like a sequence of photos:

Paris-6.jpg

Paris-12.jpg

Paris-999.jpg

Paris-1000.jpg

The above display makes sense

Paris-1000.jpg

Paris-12.jpg

Paris-6.jpg

Paris-999.jpg

not so much!

At first, I thought this was pretty bizarre to have this the default in a file manager

But then I thought of things like a sequence of photos:

Paris-6.jpg
Paris-12.jpg
Paris-999.jpg
Paris-1000.jpg

The above display makes sense

Paris-1000.jpg
Paris-12.jpg
Paris-6.jpg
Paris-999.jpg

not so much!

But a better method is:

**Paris-0006.jpg
Paris-0012.jpg
Paris-0999.jpg
Paris-1000.jpg**



Router configuration questions

- Functionality enabled on router
 - Universal Plug and Play
 - *is this an avenue for malware?*
 - Digital Living Network Alliance
 - *seems to be for sharing storage plugged into router...*
 - Session Initiation Protocol
 - *seems to be for VoIP phone...*
- *Should this stuff be turned off?*



A

First rule of IT security

- If you don't need it, disable/remove it
 - if it isn't there, it can't be exploited
- But ...



A Universal Plug and Play

- Vulnerabilities have been noted in UPnP
- My read on it
 - if router configured properly
 - not allowing incoming traffic from Internet
 - can only be exploited by a device on your own network
 - a device that is already compromised
 - if it can be exploited, then you have more fundamental problems than UPnP!
- Anyone with a different take?

A Digital Living Network Alliance

- Seems to be much more than just sharing storage devices on routers
 - e.g. I *think* Rogers requires it be enabled on Ignite routers for TV service
- Anyone know what else might need it?

https://en.wikipedia.org/wiki/Digital_Living_Network_Alliance

A

Session Initiation Protocol

- SIP does seem to be all about Voice over IP
 - any *home phone* service might now require it
- Anyone know for sure?



Share

Fun Facts

physicsworld

- Hyperscale Data Centres (250,000+ servers)
- Bare-bones hardware
- No video hardware/connectors
(no displays)
- No blinking lights
(nobody to look at them!)

*McKenzie, J; Transactions - Powering the Beast;
Physics World; p.21; Vol. 34, No. 1; January, 2021*



**Any other:
Questions
Comments
Shares?**

Reduce the Anxiety of Managing Your Passwords Using **#Passwordphrasing**

Monday, June 7, 2021
4:00 pm



Lawrence Patterson

Register at <https://bibliottawalibrary.ca/en/program?text=tech+cafe>

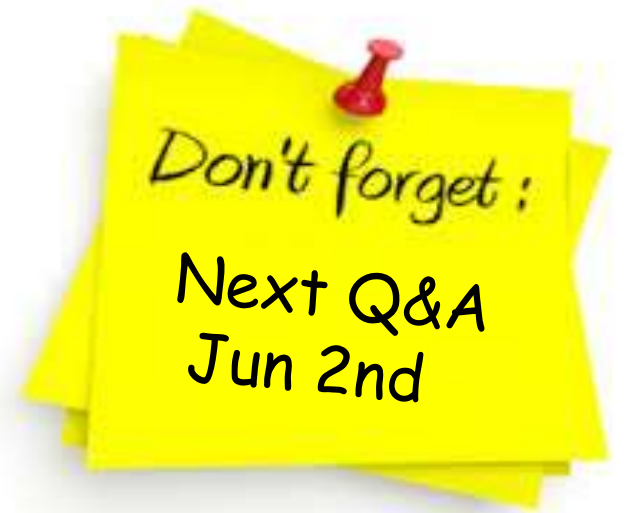
09 JUNE
Video conference
WEDNESDAY



Origins of EdTech

Mariana Ludmila Cortés
CEO, One Laptop Per Child





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

SuggestionBox@opcug.ca

