



Q&A

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

**Follow-up**

## **Audio recording**

**Everyone: Remind Chris to  
mute all and start the  
audio recording!**



# Members' Favourites

September 8, 2021

- Best presentation
- 10-20 minutes
- Club member
- BOD excluded
- People's favourite!  
(Real-time poll)

*Reserve your presentation slot:  
SuggestionBox@opcug.ca*

OPCUG



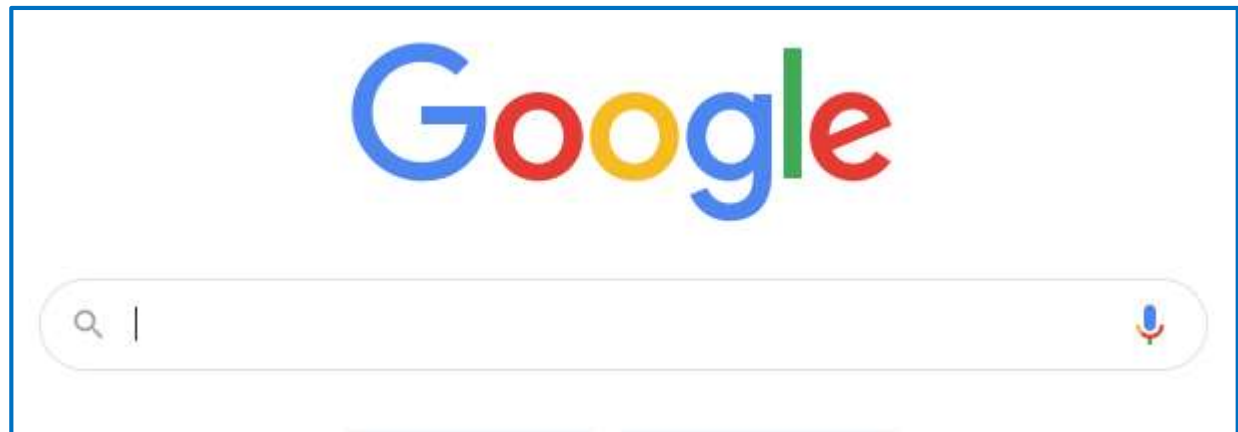
*Users helping users*

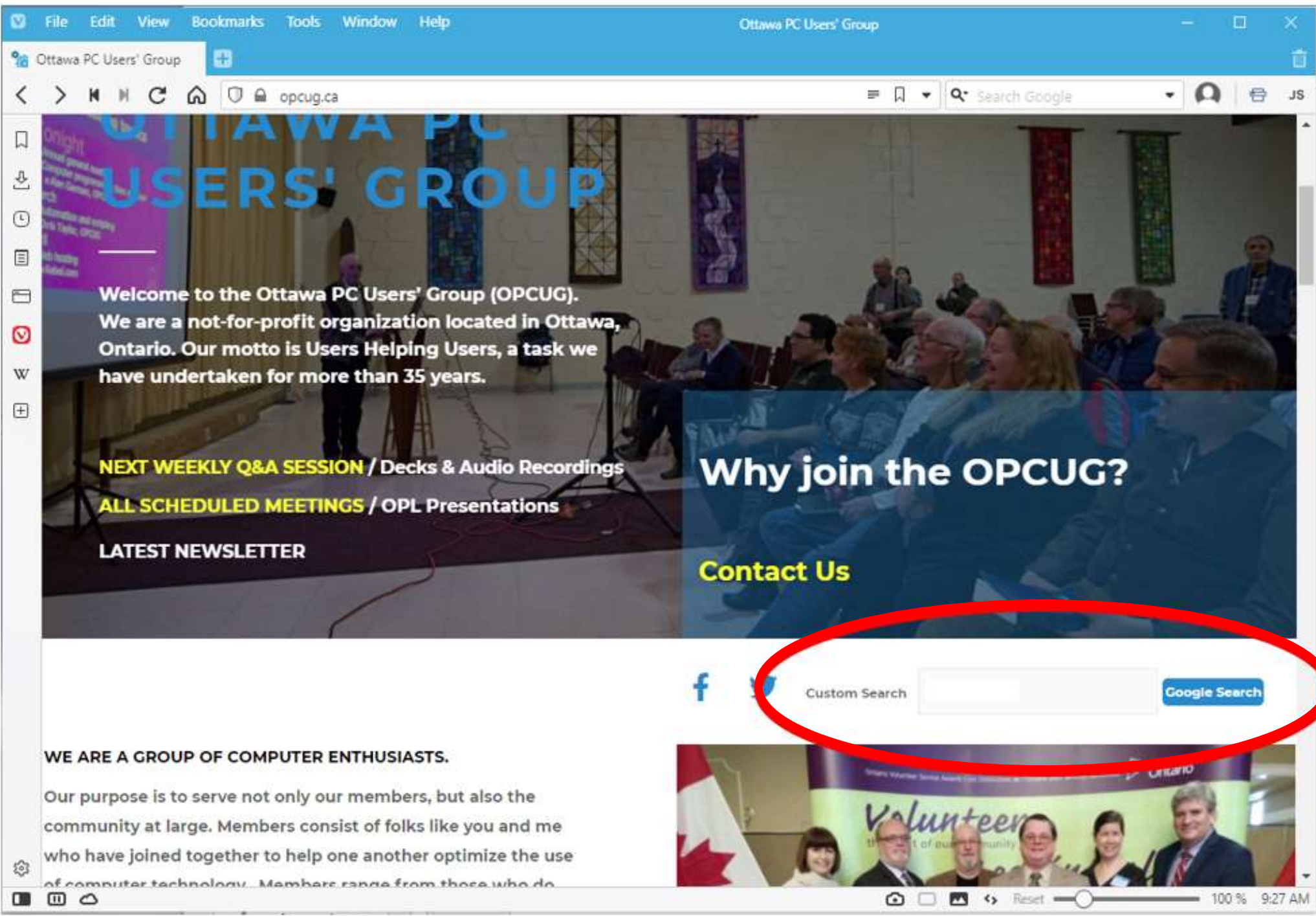


Follow-up

# Searching OPCUG's Website

- Google search box on the homepage
- Search any page locally
- Directed Google search





Welcome to the Ottawa PC Users' Group (OPCUG). We are a not-for-profit organization located in Ottawa, Ontario. Our motto is Users Helping Users, a task we have undertaken for more than 35 years.

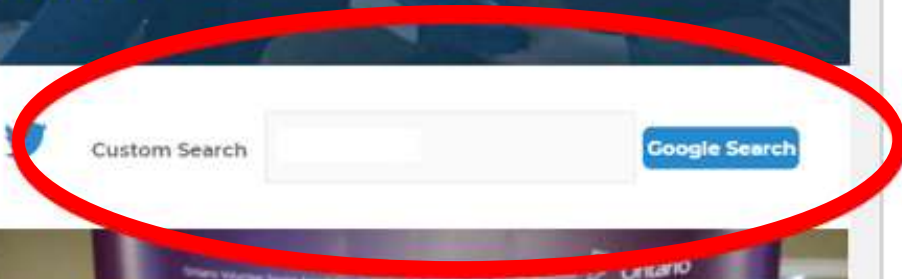
**NEXT WEEKLY Q&A SESSION** / Decks & Audio Recordings

**ALL SCHEDULED MEETINGS** / OPL Presentations

**LATEST NEWSLETTER**

**Why join the OPCUG?**

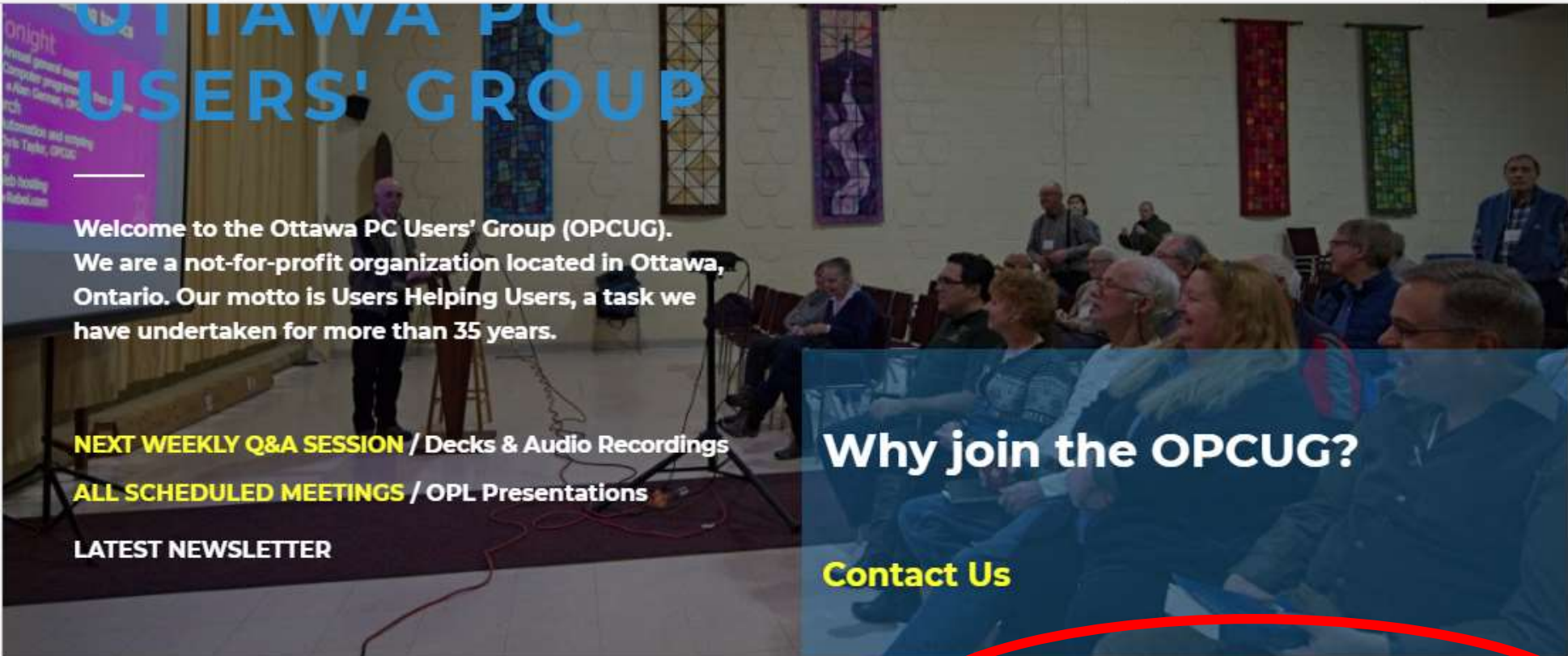
**Contact Us**



**WE ARE A GROUP OF COMPUTER ENTHUSIASTS.**

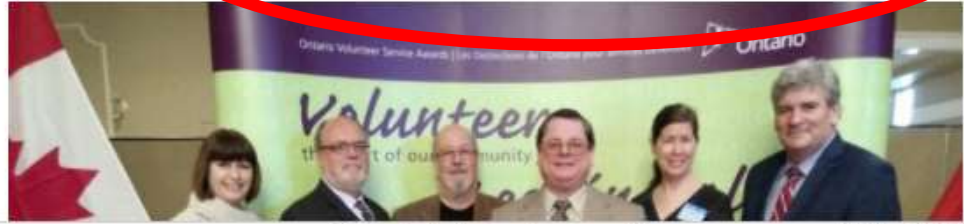
Our purpose is to serve not only our members, but also the community at large. Members consist of folks like you and me who have joined together to help one another optimize the use of computer technology. Members range from those who do





f t Custom Search

**WE ARE A GROUP OF COMPUTER ENTHUSIASTS.**  
Our purpose is to serve not only our members, but also the community at large. Members consist of folks like you and me who have joined together to help one another optimize the use of computer technology. Members range from those who do



File Edit View Bookmarks Tools Window Help powertoy site:opcug.ca - Google Search

powertoy site:opcug.ca - Google Search

www.google.com/search Search Google JS

Google

powertoy site:opcug.ca

All Images Videos Shopping News More Tools

About 42 results (0.31 seconds)

https://opcug.ca › Articles › PDF

**Next Meeting - Ottawa PC Users' Group**

Dec. 9, 2020 — In the ancient history of Windows 95 and XP, Microsoft released an unsupported suite of tools for the operating system called **PowerToys** ...

https://opcug.ca › qa\_recordings › 20200805\_Po... › PDF

**20200805\_PowerPoint (678 KB PDF) - Ottawa PC Users' Group**

Aug. 5, 2020 — Changes to v0.20.0 of **PowerToys**. • Martin Chrzan's Color Picker was added in! With a quick Win+Shift+C, get the color from your screen.

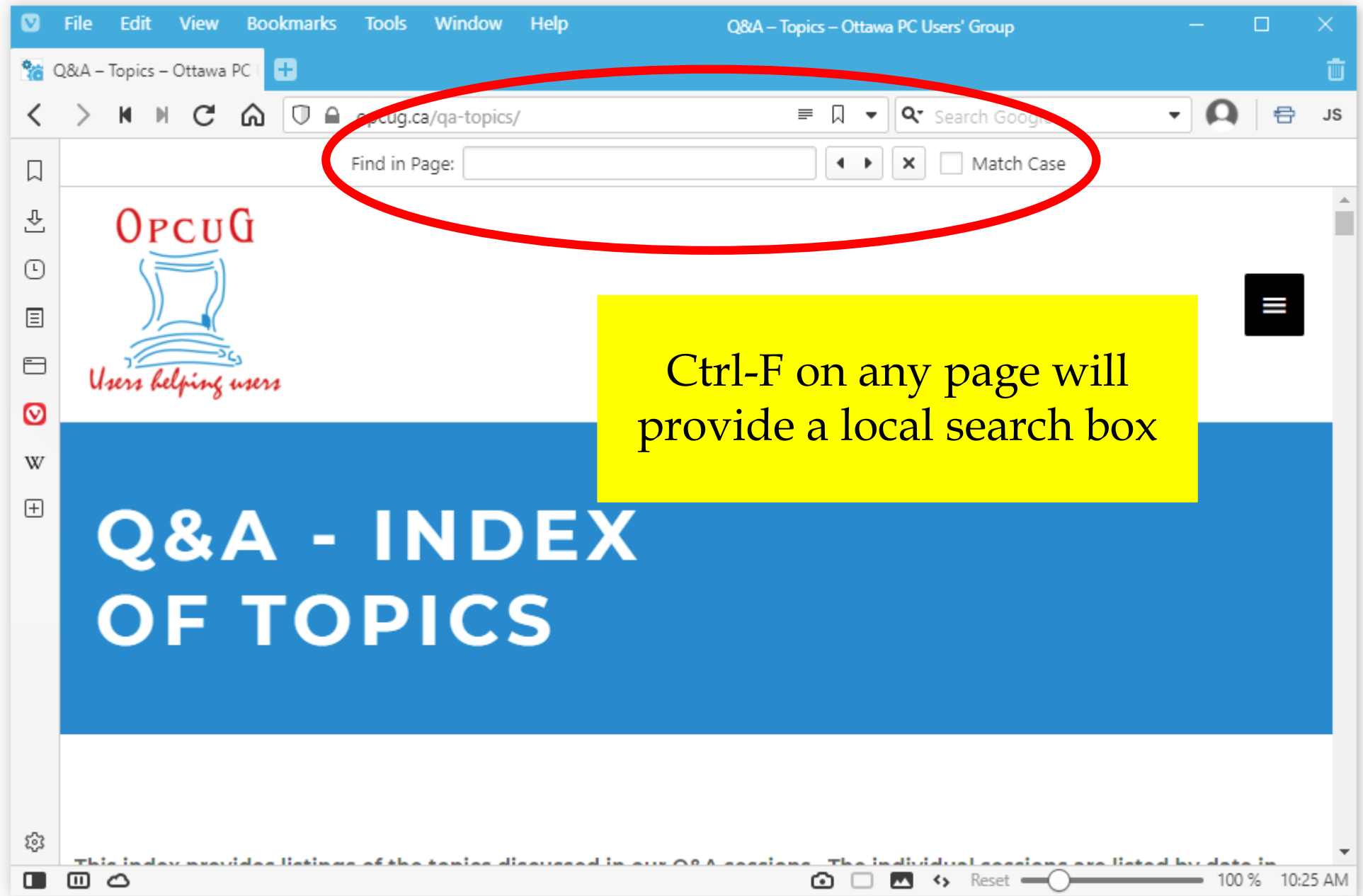
https://opcug.ca › Reviews › FancyZones › PDF

**FancyZones - Ottawa PC Users' Group**

operating system called **PowerToys** that added nifty functionality to Windows. On May 8, 2019,. Microsoft launched the open source project **PowerToys** for ...

3 pages

Reset 100% 9:29 AM



Ctrl-F on any page will provide a local search box



# Q&A - INDEX OF TOPICS



File Edit View Bookmarks Tools Window Help Q&A – Topics – Ottawa PC Users' Group

Q&A – Topics – Ottawa PC opcuq.ca/qa-topics/ Search Google JS

Find in Page: Audacity 1 of 3 Match Case

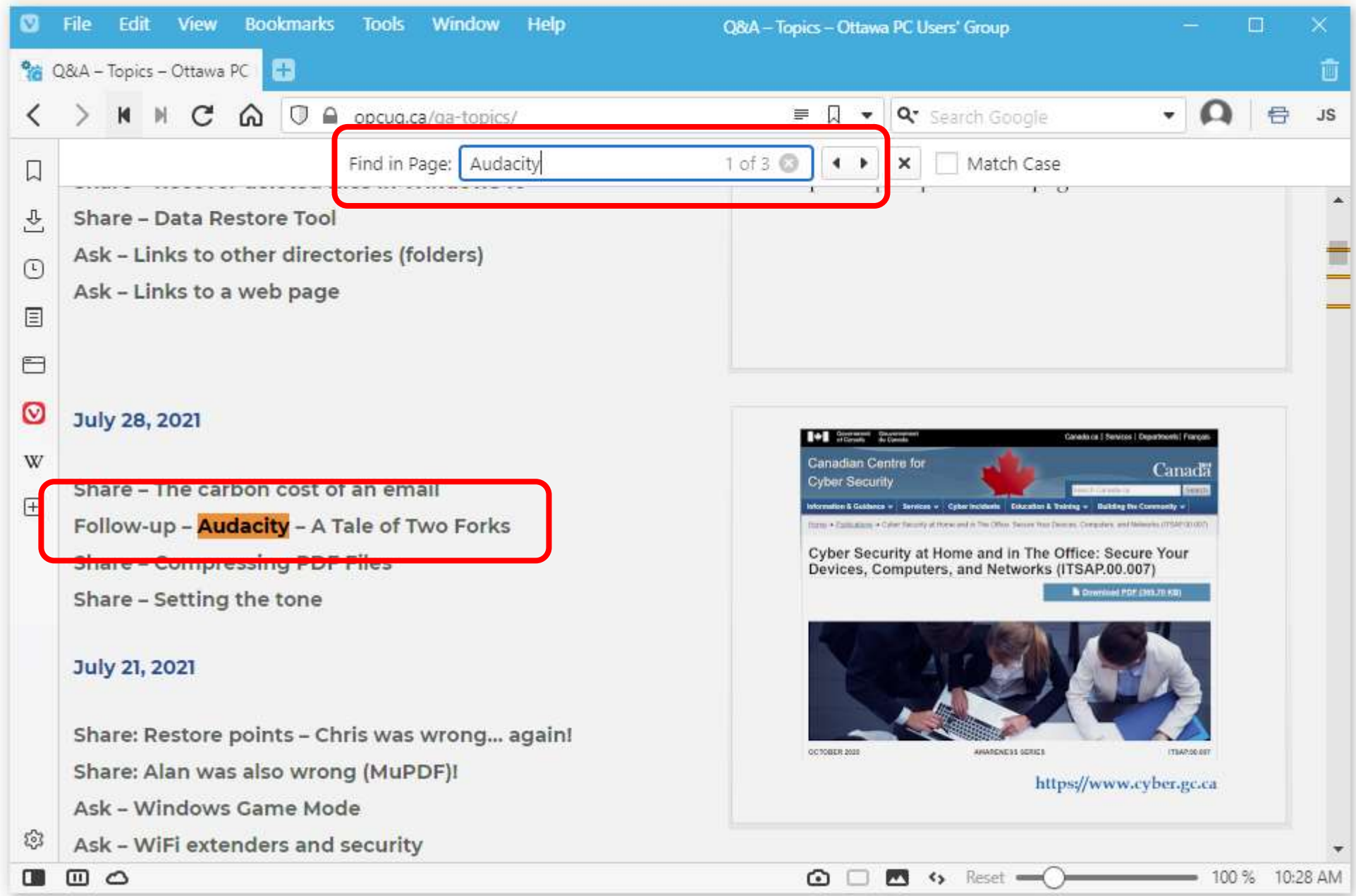
Share – Data Restore Tool  
Ask – Links to other directories (folders)  
Ask – Links to a web page

July 28, 2021

Share – The carbon cost of an email  
Follow-up – **Audacity** – A Tale of Two Forks  
Share – Compressing PDF Files  
Share – Setting the tone

July 21, 2021

Share: Restore points – Chris was wrong... again!  
Share: Alan was also wrong (MuPDF)!  
Ask – Windows Game Mode  
Ask – WiFi extenders and security



Canadian Centre for Cyber Security  
Information & Guidance Services Cyber Incidents Education & Training Building the Community

Cyber Security at Home and in The Office: Secure Your Devices, Computers, and Networks (ITSAP.00.007)  
Download PDF (293.75 KB)

OCTOBER 2020 AWARENESS SERIES ITSAP.00.007  
<https://www.cyber.gc.ca>

Reset 100% 10:28 AM

The image shows a screenshot of a web browser displaying the Google homepage. The search bar contains the text "workshop site:opcug.ca". A red bracket is drawn under the "site:opcug.ca" portion of the query. Below the search bar, a yellow rectangular box contains the following text:

Use **site:opcug.ca** to direct that the search should be conducted only on OPCUG's website

The browser interface includes a menu bar at the top with "File", "Edit", "View", "Bookmarks", "Tools", "Window", and "Help". The address bar shows "www.google.com". The page header includes "About" and "Store" on the left, and "Gmail", "Images", and a user profile icon on the right. The footer contains links for "Advertising", "Business", "How Search works", "Privacy", "Terms", and "Settings". The system tray at the bottom shows the time as 10:45 AM and the zoom level as 100%.



workshop site:opcug.ca

All Images Maps Shopping Videos More Tools

About 107 results (0.33 seconds)

https://opcug.ca > history > TroubleshootingWorkshop

### OPCUG 2019 Fall Workshop

The Ottawa PC User's Group is offering a hands-on **workshop** to provide technical support for your personal computer. For example, is booting slow because ...

https://opcug.ca > history > BeginnersWorkshop

### OPCUG 2018 Beginners' Workshop - Ottawa PC Users' Group

The motto of the Ottawa PC Users' Group (OPCUG) is "Users Helping Users", a task we have undertaken for more than 35 years.

https://opcug.ca > history > Workshop > Email

### Mini-Workshop - Ottawa PC Users' Group

**Follow-up**

# OPCUG Site Map

## Page footer



The screenshot shows the footer of the OPCUG website. It features a dark background with white text. The footer is organized into three columns of links. The first column contains: Google Groups How-To, Past Presentations, Speakers' Info, and Venue. The second column contains: History, Honour Roll, Friends, and Promos. The third column contains: Copyright & Usage, Constitution, Executive, and Site Map. The 'Site Map' link is circled in yellow. At the bottom left, there is a copyright notice: 'Copyright © 2021 Ottawa PC Users' Group'. In the center, there are icons for Facebook and Twitter. To the right of the icons are the links 'PRIVACY POLICY' and 'CONTACT US'.

|                                      |                             |                                       |
|--------------------------------------|-----------------------------|---------------------------------------|
| <a href="#">Google Groups How-To</a> | <a href="#">History</a>     | <a href="#">Copyright &amp; Usage</a> |
| <a href="#">Past Presentations</a>   | <a href="#">Honour Roll</a> | <a href="#">Constitution</a>          |
| <a href="#">Speakers' Info</a>       | <a href="#">Friends</a>     | <a href="#">Executive</a>             |
| <a href="#">Venue</a>                | <a href="#">Promos</a>      | <a href="#">Site Map</a>              |

Copyright © 2021 Ottawa PC Users' Group

[PRIVACY POLICY](#) | [CONTACT US](#)

<https://opcug.ca/sitemap/>

# SITE MAP

[HOME](#)

[WHY JOIN THE OPCUG?](#)

[JOIN OR RENEW](#)

[CONTACT US](#)

MEETINGS:

- [UPCOMING](#)
- [PAST](#) (2020 to present)
- [ARCHIVED](#) (1996 – 2019, old website)
- [VENUE](#)
- [SPEAKERS' INFO](#)

OPL PRESENTATIONS:

- [UPCOMING](#)
- [ARCHIVED](#) (old website)

ADMINISTRATION:

- [EXECUTIVE](#)
- [PRIVACY](#)
- [CONSTITUTION](#)
- [COPYRIGHT AND USAGE](#)

[DIGITAL PHOTOGRAPHY](#)

[GOOGLE GROUPS HOW-TO](#)

[SITEFINDER APP](#) (for Android)

NEWSLETTERS:

- [RECENT](#) (2020 to present)
- [PAST](#) (old website):
  - [\(1984 – 1995\)](#) [1996](#) [1997](#) [1998](#) [1999](#)
  - [2000](#) [2001](#) [2002](#) [2003](#) [2004](#) [2005](#) [2006](#) [2007](#) [2008](#) [2009](#)
  - [2010](#) [2011](#) [2012](#) [2013](#) [2014](#) [2015](#) [2016](#) [2017](#) [2018](#) [2019](#)

REVIEWS:

- [RECENT](#)
- [PAST](#)
- [ARCHIVED](#) (old website)

Q&A:

- [RECENT TOPICS](#)
- [PAST TOPICS](#)
- [RECORDINGS](#)
- [2016](#) [2017](#) [2018](#) [2019](#) [2020](#)

[OPCUG FREE SOFTWARE GUIDE](#)

FRAUD WATCH:

- [MAIN PAGE](#)
- [BADDIE ARCHIVES](#)

MISCELLANEOUS (old website)

- [CLUB HISTORY](#)
- [HONOUR ROLL](#)
- [FRIENDS OF OPCUG](#)
- [PROMOS](#)

Share

# Password reset done right

- Most sites allow password reset
  - answer a security question
  - send a reset link to email address
- What if your email has been hacked
  - attacker could
    - reset your password
    - intercept password reset email
    - reset password at other site
      - do lots of bad things...including
      - see credit card info on account



Share

# Kudos to Monotype

- Removed credit card info when password reset
  - not a panacea by any means
  - but why not?



Hello Chris,

The password for your MyFonts account has been successfully reset.

As a precaution, any credit cards saved in your account have been deleted.

If you believe you have received this email in error, or that an unauthorized person has accessed your account, please contact [help@myfonts.com](mailto:help@myfonts.com) . Please mention User ID [REDACTED] .

Thanks for using MyFonts!

-- the MyFonts team

Share

# Password reset advice

- If uses security questions
  - use nonsense answers
    - record answers in password manager
  - “salt” the correct answer with additional word (same one every time)
- If uses a reset email
  - protect that email account with two-factor authentication

Favourite food: **run**



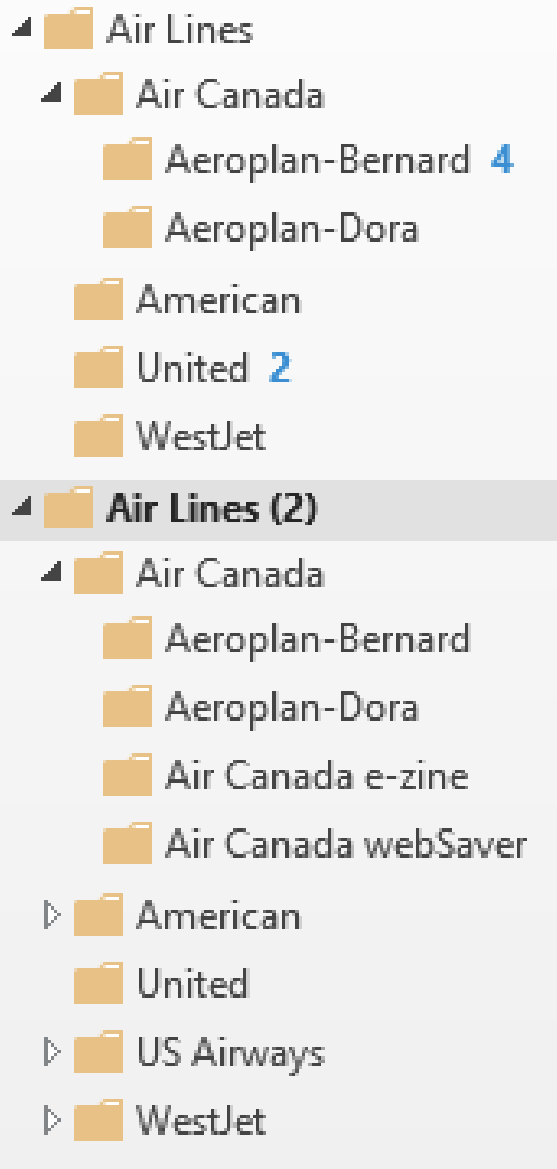




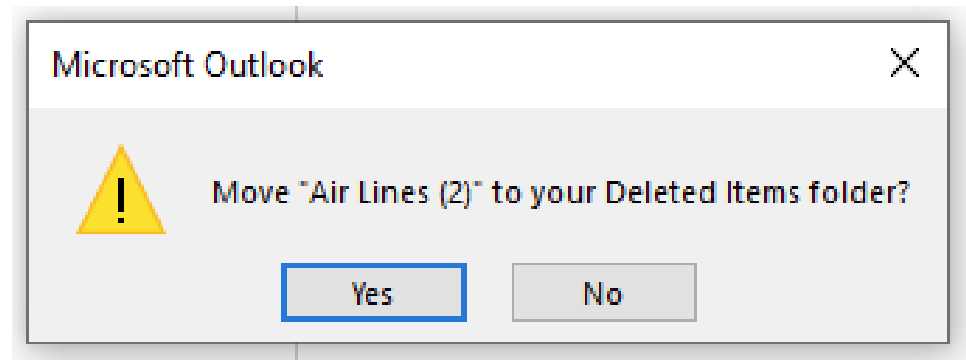
## How do I remove duplicate folders in Outlook 2013?

- I am using Outlook from Microsoft Office Professional 2013
- In the Inbox folder I have several duplicate sub folders and sub-sub folders
- I am able to delete the contents of the duplicate sub folders and sub-sub folders (emails), but am unable to delete the duplicate folders themselves





Right-click on the duplicate folder, select Delete Folder, displays the following message:



Click "Yes", the duplicate folder disappears for about 3 seconds and then reappears intact in the original location

# A Follow these steps...?

windowsreport

1. Try a different email client
2. Try accessing Outlook from your browser
3. Check whether the folder is on the IMAP email account server
4. Remove the IMAP email accounts from your Outlook
5. Unsubscribe from the IMAP folders first
6. Delete the folder from the web version

<https://windowsreport.com/outlook-email-folder-wont-delete/>

Andrew Petrovic

Dr. Google also suggests...



Deleting from Webmail

Unsubscribing from a Folder

Open Outlook in Safe Mode

<https://appuals.com/cant-delete-an-email-folder-in-outlook/>

Hard Delete Emails or Folders

Empty Deleted Items Folder

Restart Outlook in Safe Mode

Scan the Outlook PST File

<https://www.thewindowsclub.com/cannot-delete-outlook-emails-or-folders-in-outlook>

Update the folder list

Create a new profile, and configure the email account

<https://www.thewindowsclub.com/cannot-delete-outlook-emails-or-folders-in-outlook>

And, if all else fails, go back to Step 1?

Update the folder list

Create a new profile, and configure the email account

<https://www.thewindowsclub.com/cannot-delete-outlook-emails-or-folders-in-outlook>

And, if all else fails, go back to Step 1?

**1. Try a different email client**

Share

# Internet of (Secure) Things

- IOXT Alliance is a group that is trying to get a handle on the great big, scary *Internet of Things*
- It's a pretty big group, working on standards for this always-connected gumbo of gadgets
- Check it out at:

<https://www.ioxtalliance.org/>

Stewart Bruce



The ioXt Security Pledge is composed of eight clear principles:

- 1 No Universal Passwords
- 2 Secured Interfaces
- 3 Proven Cryptography
- 4 Security by Default
- 5 Verified Software
- 6 Automatic Security Updates
- 7 Vulnerability Reporting Program
- 8 Security Expiration Date





Follow-up

# Google Opinion Rewards




Google Opinion Rewards

Google LLC Tools

★★★★☆ 2,112,848

**E** Everyone

 Add to Wishlist

Install

<https://play.google.com/store/apps/details?id=com.google.android.apps.paidtasks>

Stewart Bruce

Share

# Rogers Ignite firmware update

- Checked config to update firmware
  - nada
- Called Rogers
  - modem is from Comcast (XP6)
  - updates *pushed* from Comcast (not Rogers!)
    - last update May 16, 2021
  - Rogers moving to Comcast XP7 modems
    - mostly to handle faster speeds (1.5 Gbps mentioned)
    - they expect more frequent firmware updates
    - process to request XP7 modem “not there yet” (maybe 3 or 4 months)



Share

# Free font deal

*Typomania is a sickness that is incurable...  
but not lethal*  
– Erik Spiekermann

- Monotype's *MyFonts* site
  - high quality commercial fonts
- Occasional free fonts
  - sometimes one or more in a family of fonts
- Fantastic deal on *now*
  - **Brahma** – geometric, sans-serif
    - incl. tabular/proportional figures, ligatures, stylistic alternatives, true superscripts, fractions, over 550 glyphs, can be embedded
  - Entire family of 9 font widths *for free*
    - regular price:
      - individual weights – \$17 ea.
      - complete family – \$87

Brahma Thin *MyFonts*

Brahma Extra Light

Brahma Light

Brahma Regular

Brahma Medium

Brahma Semi Bold

**Brahma Bold**

**Brahma Ultra Bold**

**Brahma Black**

<https://www.myfonts.com/pack/760116>

Share

# Create a file shortcut in Android




File Widget - home screen file  
browser and viewer

Gary Mac Personalization

★★★★★ 102 

**E** Everyone

Offers in-app purchases

 Add to Wishlist

Install

[https://play.google.com/store/apps/  
details?id=net.garymac.filewidget&hl=en](https://play.google.com/store/apps/details?id=net.garymac.filewidget&hl=en)



## File Widget Settings

### Get started

### Add a widget

File Widget is a home screen widget that is found in the widget drawer of your app launcher.

To add a widget, open your app launcher, press and hold on an empty space between your icons and then tap Widget to open the widget drawer.

Press and hold File Widget to drag it onto your home screen.

NOT NOW

OPEN LAUNCHER

Show hidden files



Sort folders

To top



10:08



Intercept X



Discord



my Sun Life



Software ...



Screens



Sam Bat...



Awesom



K-plore



Home settings



Widgets



Styles & wallpapers



Long press

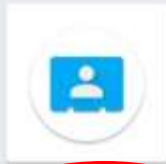



 Contacts

Contact 1 x 1

Direct dial 1 x 1

Direct me



 File Widget

File Widget 3 x 2



 Fongo

Fongo Co... 1 x 1

Fongo Dia... 1 x 1

Fongo His





Intercept X



Discord



my Sun Life



Software ...



Screensh...



Walkmeter



MuPDF



GSam Bat...



Awesome...



File Widget



X-plore

Display a folder, image, plain text file or PDF.

**Get Started**





RECENT

ALL FILES

IMAGES



MotoG3-installed-01.jpg



MotoG3-installed-02.jpg



Mrs Moreau's Warbler.md



NEWS2106.pdf

**Browse for file  
(current newsletter)**



SiteFinder.apk



The\_Dark\_Universe.pdf



touchy\_button.apk



twrp-3.5.2\_9-0-osprey.img

.../0C27-99FD/ReceivedFiles

BROWSE IN WIDGET





MotoG3-installed-01.jpg



MotoG3-installed-02.jpg



Mrs Moreau's Warbler.md



NEWS2106.pdf

**Browse for file  
(current newsletter)**



SiteFinder.apk



The\_Dark\_Universe.pdf



touchy\_button.apk

**Select *BROWSE IN WIDGET***



twrp-3.5.2\_9-0-psdrev.img

.../0C27-99FD/Received Files

**BROWSE IN WIDGET**



Click on shortcut to open file



**Click on shortcut  
to open file**

**Shortcut can be  
resized**

**File Widget icon  
accesses the  
settings**



# OTTAWA PC NEWS

Volume 38, Number 6

June 2021

## ARTICLE

### Setting Up a New Computer – Backup, Update, Repeat... by Alan Gorman and Chris Taylor

In the first article in this series, we showed how to perform the initial setup of a new computer. The next tasks are to ensure that the Windows operating system is fully up to date, and to create a comprehensive set of system backups, but not necessarily in that order!

#### Disk Imaging

Our first suggestion is to download and install your favourite disk imaging software\* and make a full system backup to an external USB drive. Create a new folder on the USB drive and give it a name such as *ModelNo\_Backup* (where ModelNo is the identifier for your new computer.) Save the disk image to a file named *Mod-eNo\_...efaceivaf.xxxx* (where the file extension will be determined by the imaging software).

We know that, since we have already installed the imaging software, this backup isn't quite "as received" but it's as close as we can get without some fancier footwork, and it's certainly close enough for our purposes.

We now have a full system backup image that we can restore should anything go wrong with the next steps. In particular, this backup will restore all the initial setup procedures that we spent considerable time and effort implementing! So, now it's time to move on and ensure that the operating system is fully up to date.

*\* If you don't have a current favourite disk imager, Alan and Chris suggest trying either Macrium Reflect Free Edition or Easeus ToDo Backup Free which are the programs that they use.*

#### Windows Update

It's practically certain that the version of Windows that comes with a new computer, and certainly the software provided on any installation DVD, will not be up to date. Windows will have been installed on the computer and/or copied to an installation disk quite some time ago and, given that patches for the operating system are issued monthly (at a minimum), updates will likely be available and these should now be installed.

By navigating to *Start - Settings (the gear wheel icon) - Update & Security, Windows Update* will scan the operating system and list any pending updates. Click on the "Install Now" button and be patient while the update process runs to completion. Even if a message now indicates that "You're up to date", press the "Check for updates" button to determine if any of the updates trigger any further updates. Yes, it is sometimes necessary to check for updates several times until the check returns "You're up to date" two times in a row and you can have confidence that this is indeed the case.

*(Continued on page 7)*

#### Remove Bloatware

Most new computers come with at least a few pieces of "free" software that are bundled by the manufacturer but do not necessarily provide advantages to the end user. Of particular note are limited-time (usually 30-day) trials of software that requires some form of purchase for continued use after the trial period expires. Typical offerings include anti-virus programs with annual subscription fees. Such programs can be readily discarded as Microsoft Defender, that is built into Windows and is free to use, provides more than adequate malware protection and an internet firewall.

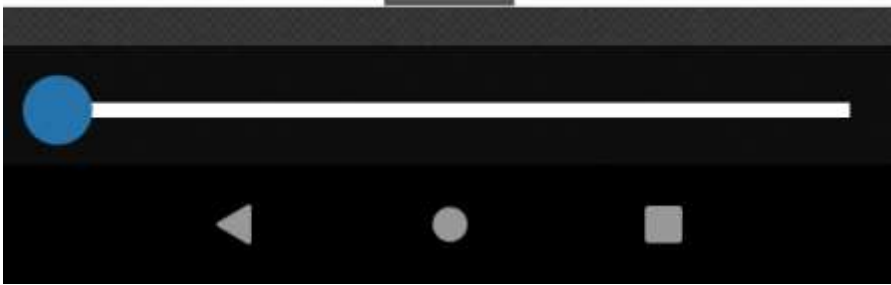
To remove any unwanted software, navigate to *Start - Settings - Apps, The Apps & features* section will list all the installed program. Click on any item that is not required. Select *Uninstall*, follow the prompts, and the selected software will be removed from the system.

#### Inside this issue:

|                                      |      |
|--------------------------------------|------|
| Next Meeting / Closing Up / Calendar | 2    |
| Setting Up a New Computer—Part 2     | 1, 7 |
| Speakers Wanted!                     | 3    |
| Tracking eWalk-About                 | 4    |
| Through the Lens: Sky-Chess!         | 5-6  |
| Contact Information                  | 8    |

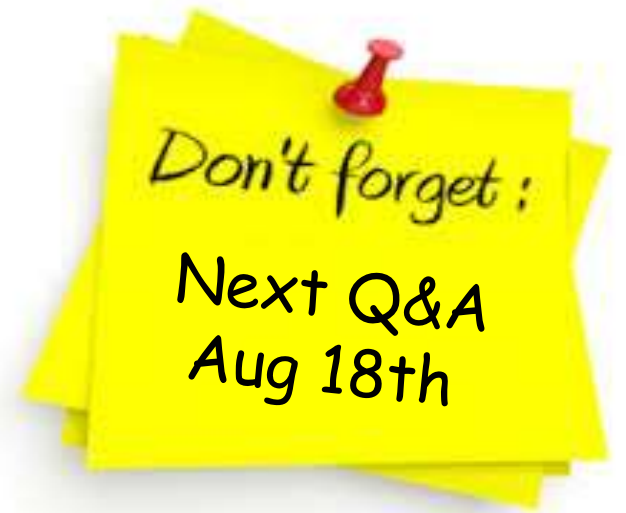
Next Meeting: **WEDNESDAY, June 9<sup>th</sup>, 2021**

# PDF file opens in MuPDF





**Any other:  
Questions  
Comments  
Shares?**



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

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

