



Alan German & Chris Taylor
Ottawa PC Users' Group

December 3, 2025



Persistent Hotmail Folder

- I was cleaning out some files from my Hotmail account
- When I deleted a current email, it went into the trash folder, which was expected
- But it also went into a folder titled “Lowes”
- I wasn’t using the Lowes folder so I decided to delete this folder entirely
- I found 2851 emails that I had deleted over the last 2 or 3 years had gone to both Trash and Lowes
- How this occurred is a mystery, but it continues to happen
- I cannot get rid of the Lowes folder!!



Spring Cleaning?

- I was wondering about tips on the physical upkeep of computers
- How does one
 - keep things clean
 - dust-free,
 - and cool
- Including the screen, keyboard, and the inside of the PC



Share

PC Cleanup

To clean a desktop PC safely and effectively, you will need specific items to remove dust and grime without damaging sensitive components.

- Compressed air or an electric air blower
- Microfiber cloths
- Anti-static brushes
- Isopropyl alcohol
- Q-Tip cotton swabs
- Anti-static wrist strap
- Screwdrivers (non-magnetic)
- Dust mask

Ensure the computer is **powered off and unplugged** from the wall outlet before you begin cleaning the internal components. Depress and hold down power button for 10 secs to dissipate the power to all computer components.

Harvey Hope

Share

PC Cleanup

Proceed to open the computer case to access the interior (as a precaution, then touch/hold the computer metal frame to dissipate any static)

Never spray liquid cleaners directly onto any component, instead apply the cleaner to a cloth first

Hold fan blades still with a brush when blowing air onto them to prevent them from spinning too fast or potentially getting damaged

Recommend performing a pc cleanup at least once per year

Warning:

The following images may be graphic in nature and might be disturbing to some viewers.

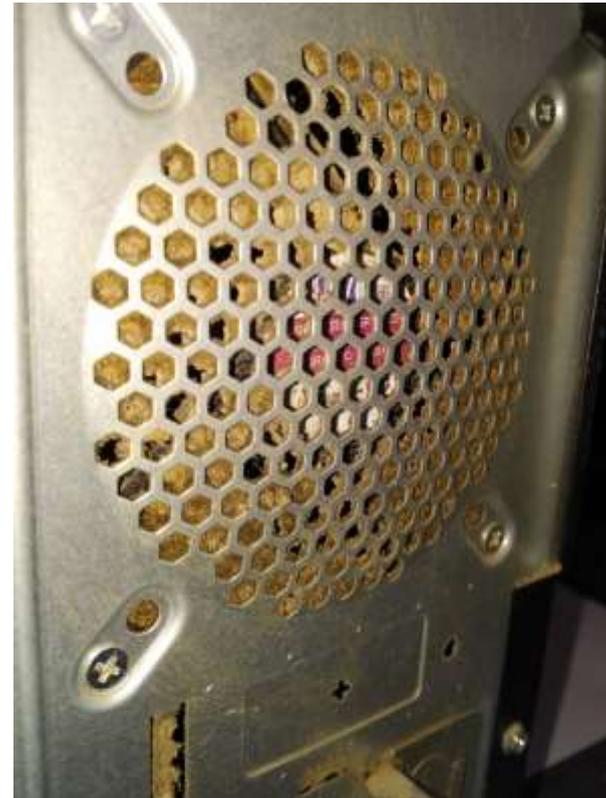
Share

PC Cleanup

Power supply fan and air intake



Computer fan and air intake



Share

PC Cleanup

I/O (Input/Output) Panel



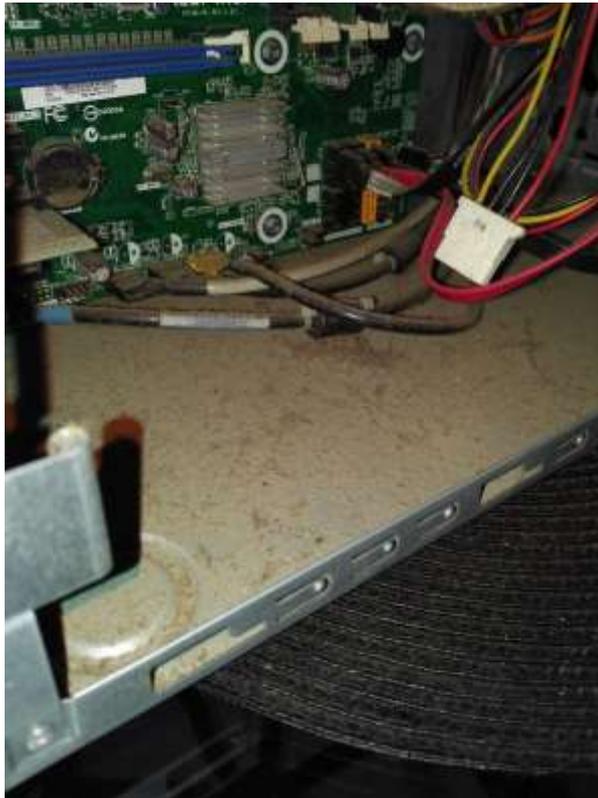
CPU cooler or heatsink/fan assembly



Share

PC Cleanup

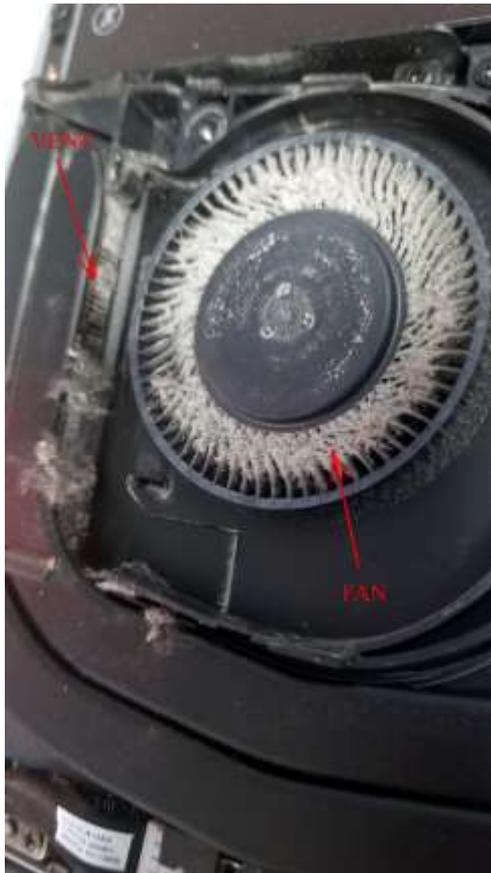
Computer interior



Share

PC Cleanup

Laptop fan is choked with dust and debris.



Opening and working inside a laptop computer requires specialized tools and training. It is preferable to take your laptop to a service facility for cleaning, such as The Trailing Edge.

However, for the do-it-yourselfer, first **power down and unplug the laptop and disconnect the battery.**

Hold down the power button for 10 secs to dissipate power to laptop components.

Keep screws organized and use a soft brush, cloths and compressed air to clean internal components like the fan and heatsink, holding the fan in place to prevent it from spinning too fast.

Reassemble carefully after cleaning.

Share

PC Cleanup

Keep your computer clean and healthy 😊

Questions ??



Share

Google Photos



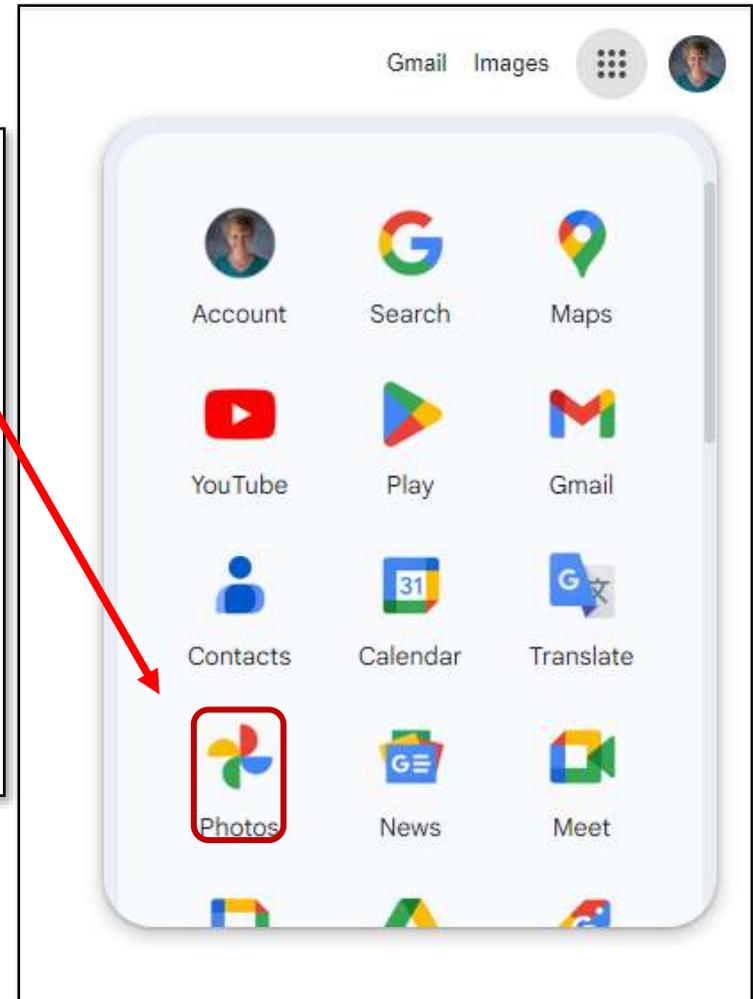
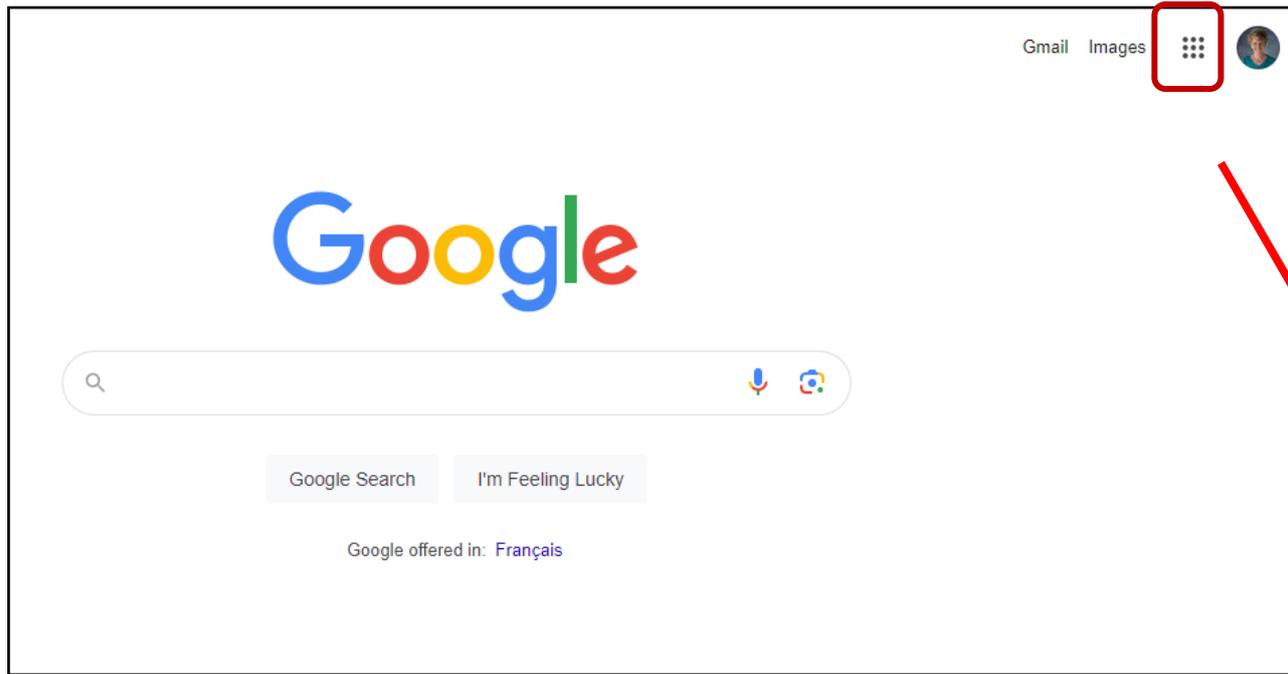
Part 1: How to use Google Photos on line

Part 2: How to use Google photos on your phone.
(at a later date)

How to use Google Photos on line

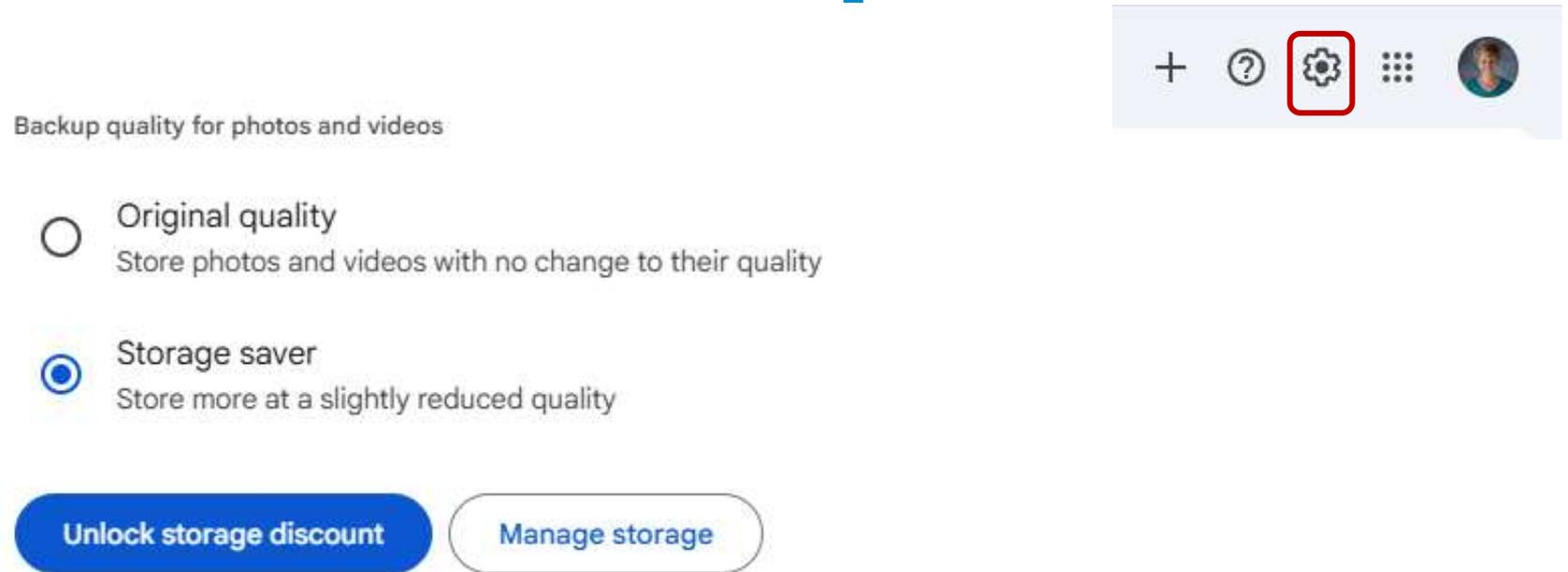
photos.google.com

OR:



15 GB total including Drive,
Gmail, photos, calendar, etc.

Option to store lower resolution photos on line



- A photo larger than 16 MP is downsized to about 16 MP (e.g. roughly 4920×3264 or another dimension with a similar pixel count).
- Great feature **IF** your originals are stored and backed up elsewhere.
- Allows more photos if you are using it primarily to share.

Cost to go beyond 15GB on Google Photos

- 15 GB free
- 100 GB for \$2.79/month or \$27.99/year
- 200 GB for \$3.99/month or \$39.99/year
- 2 TB for \$13.99/month or \$139.99/year



How to add photos

Google Photos

Search "Ottawa"

Photos

Updates

Print store

Collections

Albums

Documents

Screenshots and recordings

Favourites

Places

Videos

Recently added

Archive

Storage

8.5 GB of 15 GB used

Unlock storage discount



Fri, 25 Oct 2024



Sun, 20 Oct 2024



Sat, 19 Oct 2024



Thu, 17 Oct 2024



Mon, 14 Oct 2024



Create

Album

Collage

Highlight video

Animation

Share with a partner

Add photos

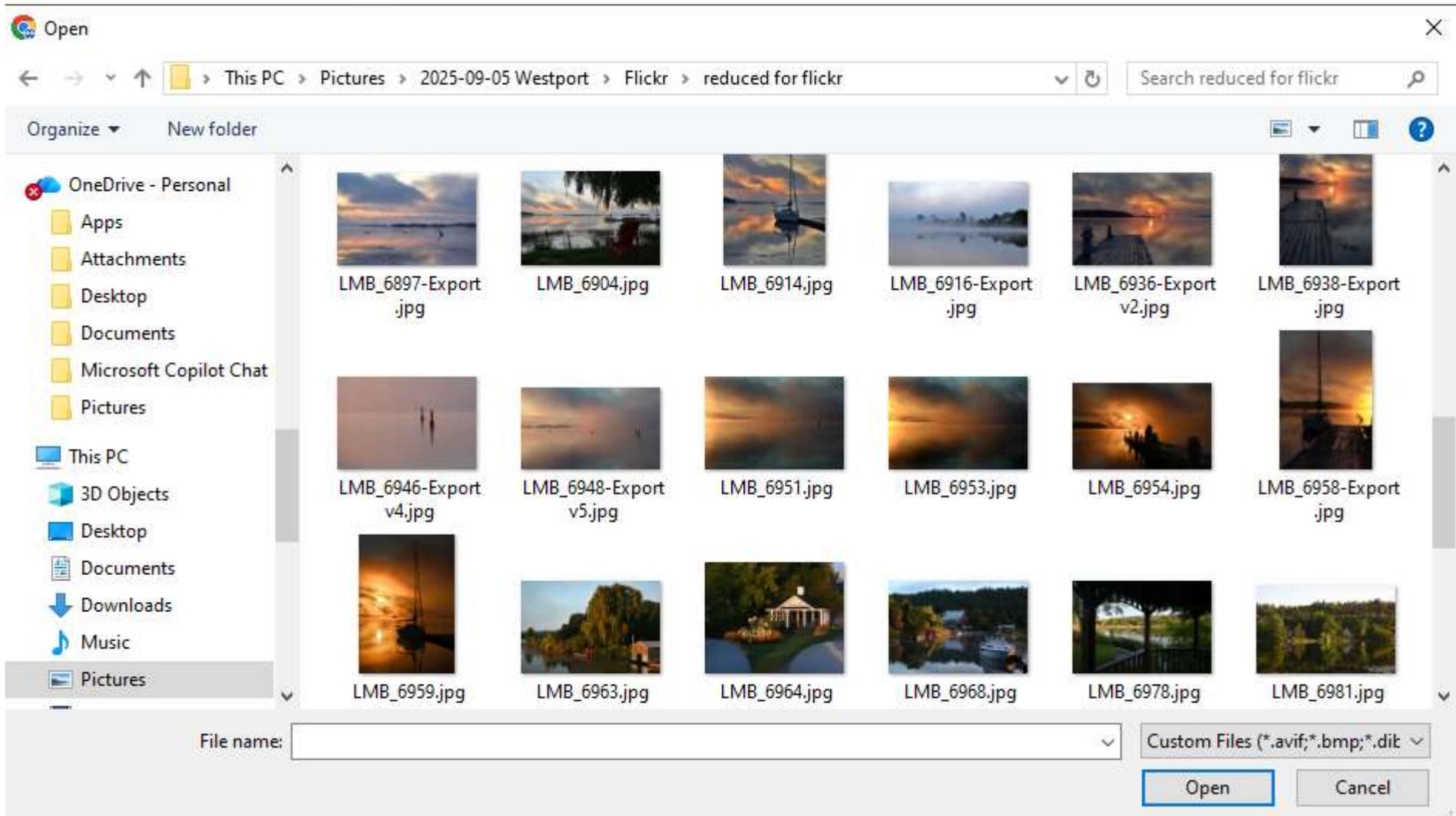
Import photos

Back up folders
Back up automatically

Google Drive

From other places

Goes to your Pictures folder then click on the images you want



Displays them by month

July 2024



Sun, 21 Jul 2024



Thu, 18 Jul 2024



Wed, 17 Jul 2024 Ottawa, ON



Tue, 16 Jul 2024



Thu, 11 Jul 2024



Mon, 8 Jul 2024



How to create an album

Google Photos

Search "Ottawa"

Create album

Photos

Updates

Print store

Collections

Albums

Documents

Screenshots and recordings

Favourites

Places

Videos

Albums

✓ All

My albums

Shared with me



Favs of 2024

40 items · Shared



Autumn 2021

6 items · Shared



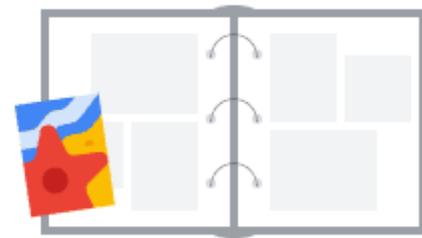
Parc Omega

7 items · Shared

Add a title

Album is empty

Add photos



✕ Add to album

🔍 Search your photos and albums

Select from computer

Done

Sat 7 Jun

Thu, 26 Dec 2024...

Sun, 3 Nov 2024

Fri, 25 Oct 2024

Sun, 20 Oct 2024

Sat, 19 Oct 2024



✓ Fri, 18 Oct 2024 Ottawa, ON

✓ Thu, 17 Oct 2024

Mon, 14 Oct 2024



✓ Fri, 20 Sept 2024

Mon, 9 Sept 2024

Sat, 7 Sept 2024

Wed, 4 Sept 2024

Fri, 30 Aug 2024

✕ 3 selected

🔍 Search your photos and albums

Select from computer

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Thu, 26 Dec 2024...

Sun, 3 Nov 2024

Fri, 25 Oct 2024

Sun, 20 Oct 2024

Sat, 19 Oct 2024



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Mon, 14 Oct 2024



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Mon, 9 Sept 2024

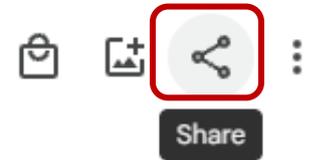
Sat, 7 Sept 2024

Wed, 4 Sept 2024

Fri, 30 Aug 2024



How to share an album

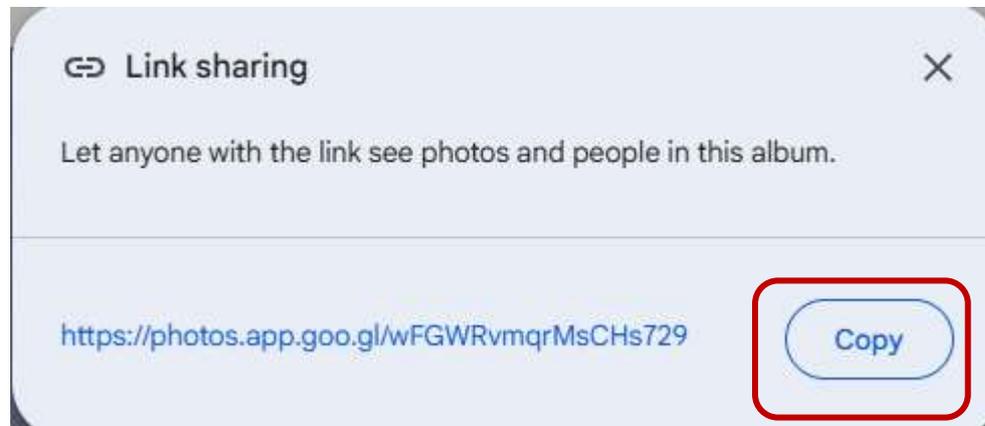
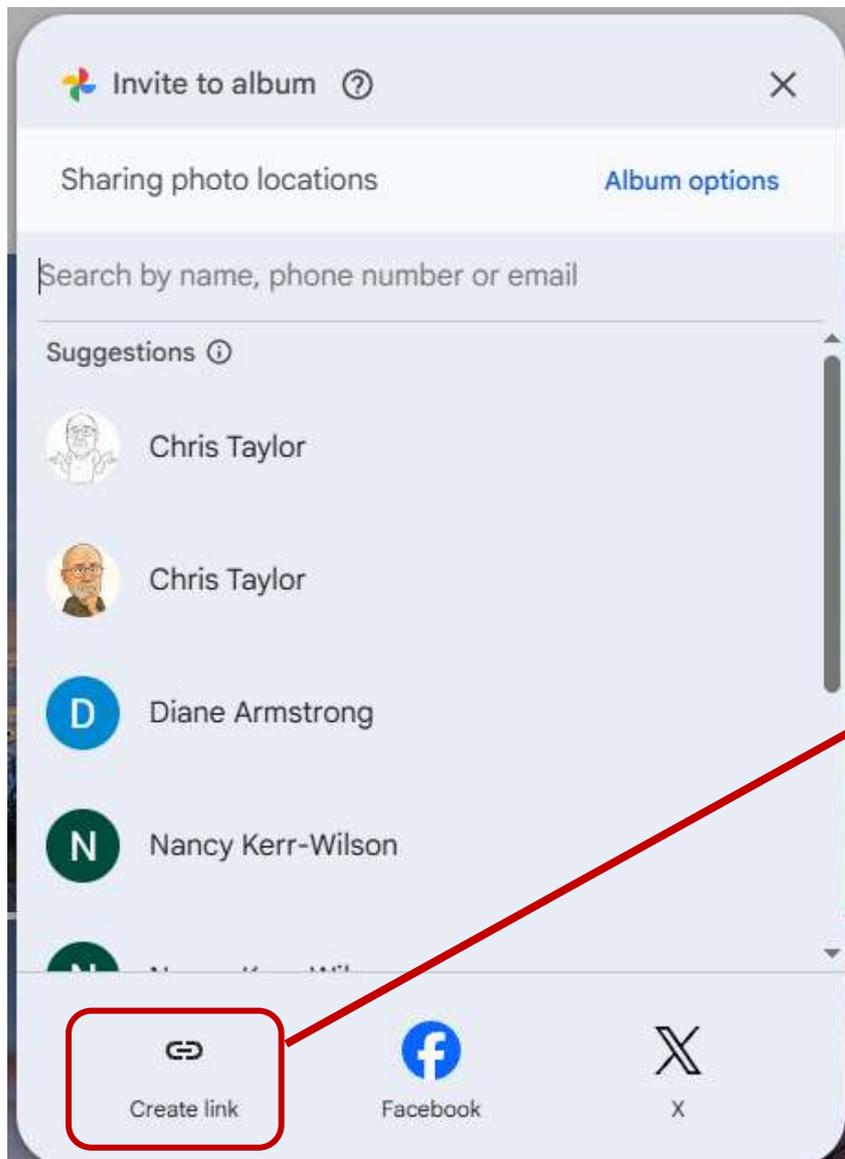


Favs of 2024

28 Mar - 3 Nov 2024



Note: adding to an album does not duplicate the actual photos; it just points to them



Searching your photos

🔍 Search your photos and albums

Albums

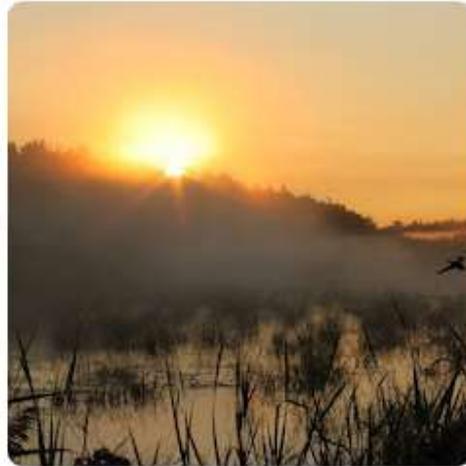
✓ All

My albums

Shared with me



Favs of 2024
40 items · Shared



Autumn 2021
6 items · Shared



Parc Omega
7 items · Shared



Prague
6 items



reindeer

Most relevant to your search ⓘ



puffin

Most relevant to your search ⓘ



First row will be most accurate



boat

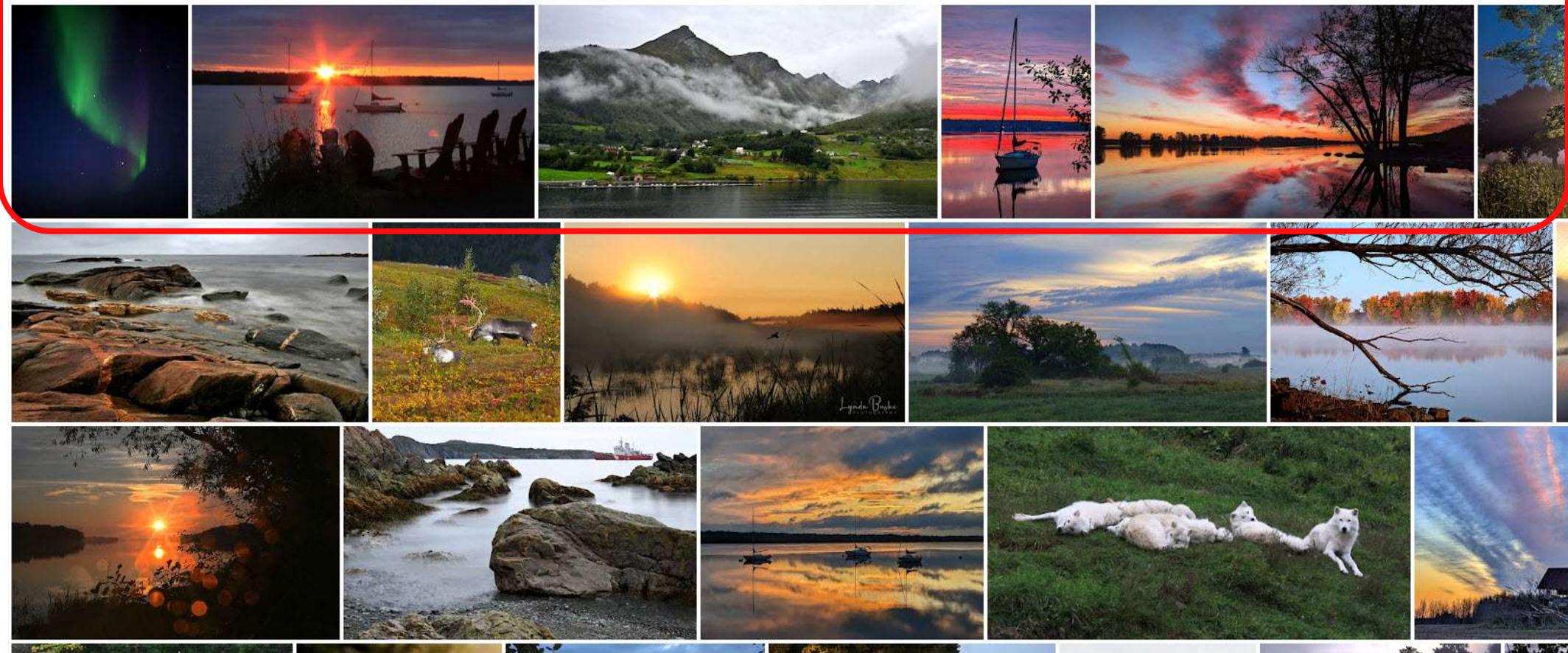


Most relevant to your search ⓘ



← ×

Most relevant to your search ⓘ

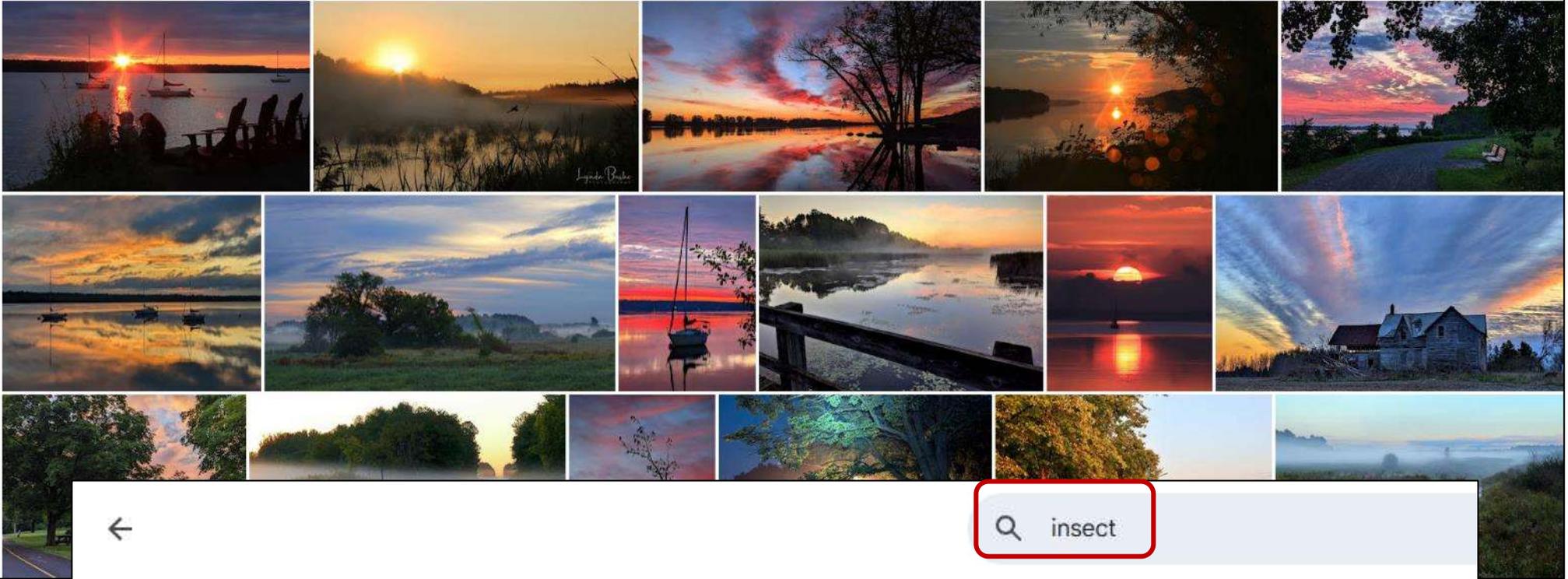




Q sunrise



Most relevant to your search ⓘ



Q insect

Most relevant to your search ⓘ





Search: **woman** –
nothing found

Search: **lady** – only
one found

Search: **Smiths Falls**

December 2024

Thu, 26 Dec 2024 [Smit...](#)

Thu, 26 Dec 2024 Smiths Falls, ON



Step 1: Find photos of a person or pet

1. On your computer, go to photos.google.co.uk/people .
2. Click a face to find photos of them.

Tip: If a row of faces isn't there:

- The feature isn't available in your geographic region.
- You've turned Face Groups off in settings. [Learn how to turn on Face Groups.](#)
- No face groups have been created.

Step 2: Add a name

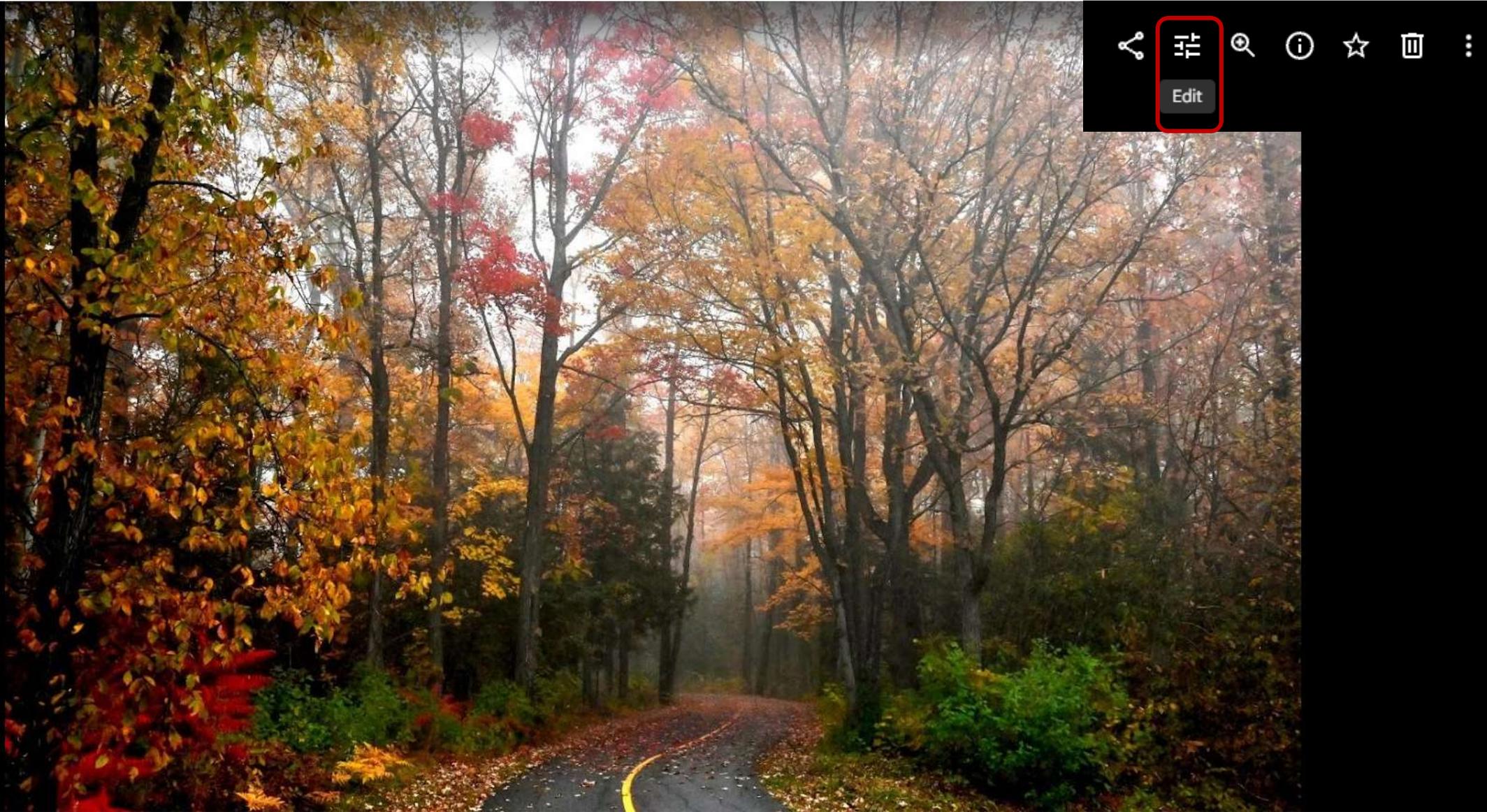
Important: Only you can find the private face labels that you choose, even if you share those photos.

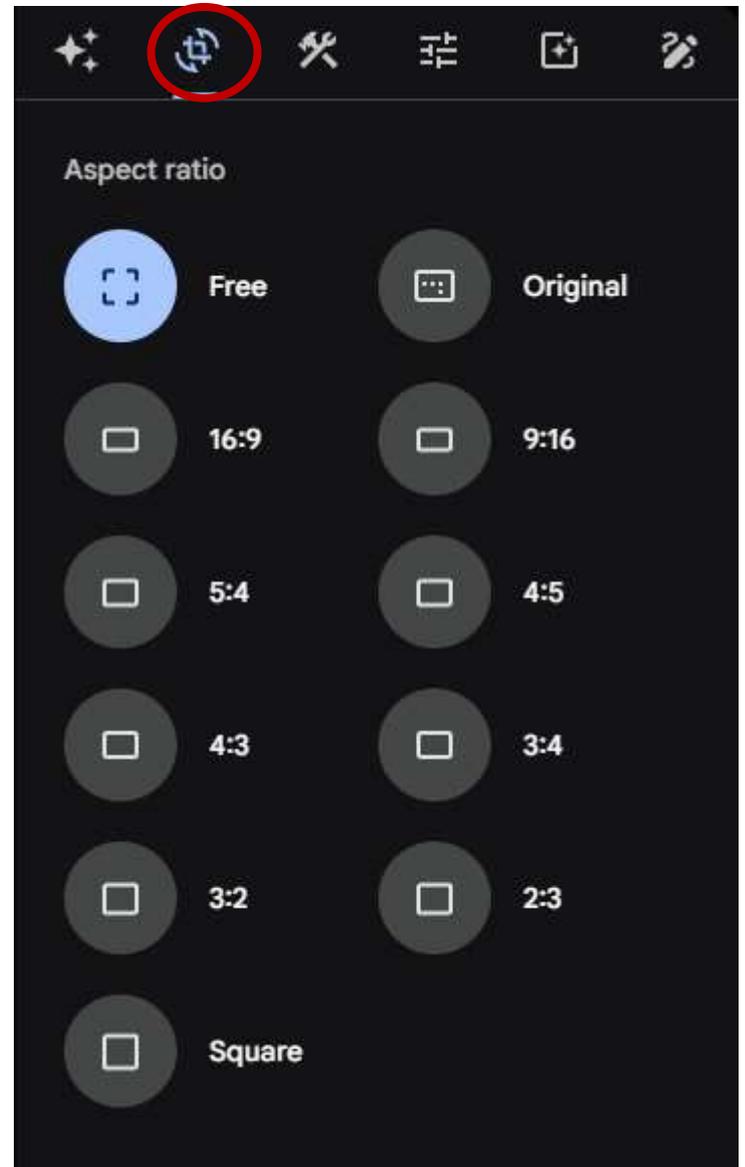
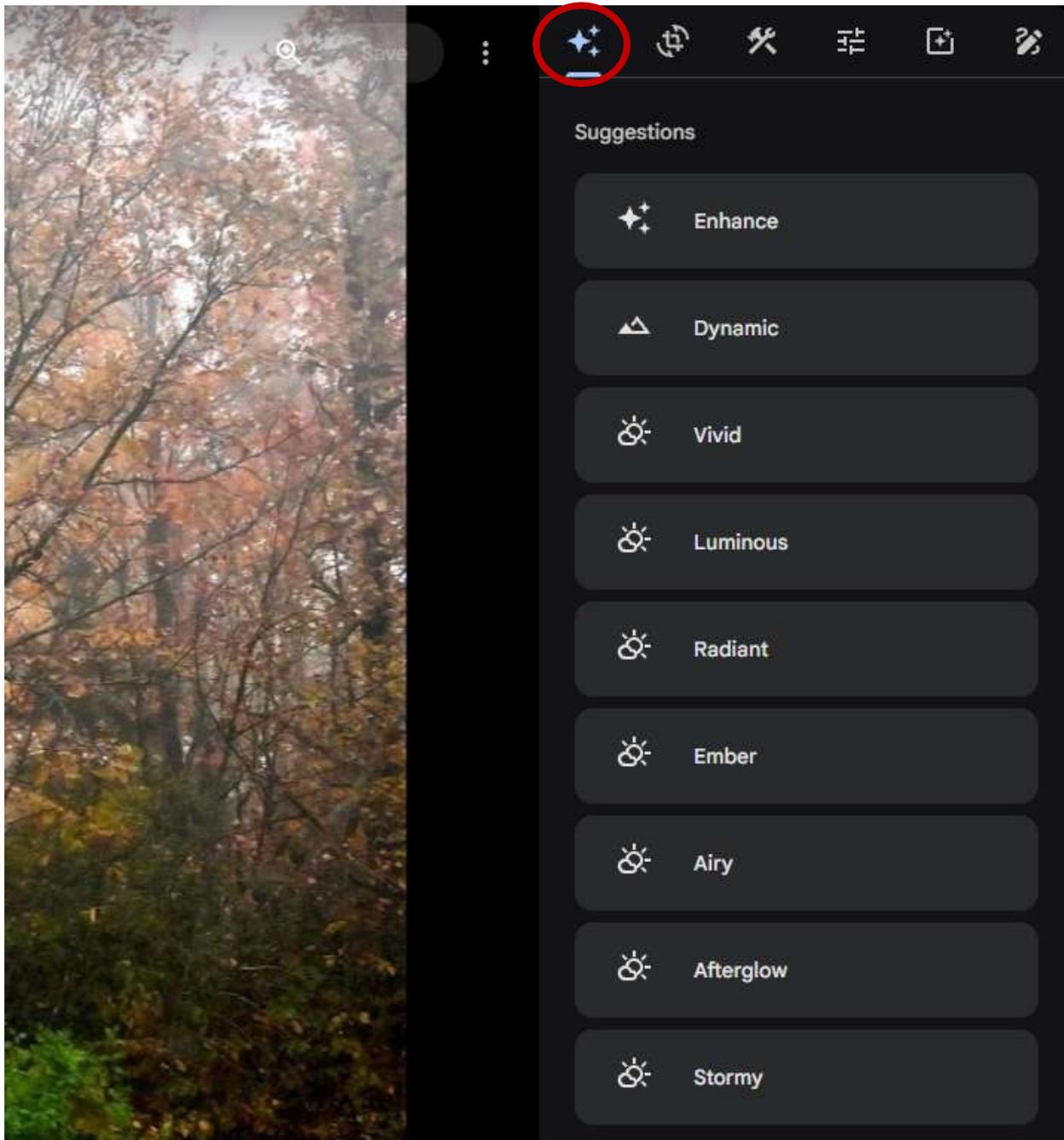
1. At the top of a face group, click **Add a name**.
2. Enter a name or nickname.

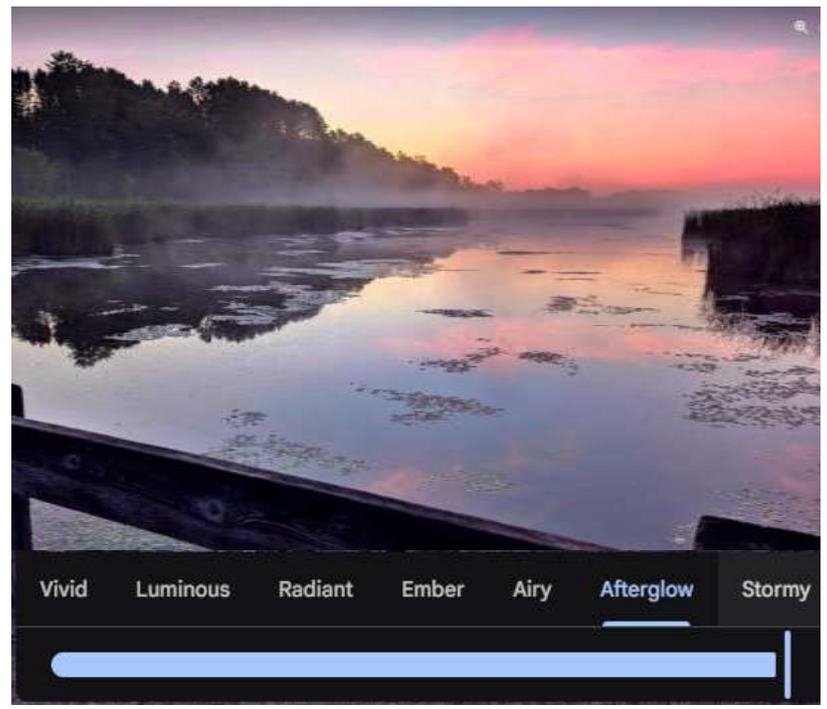
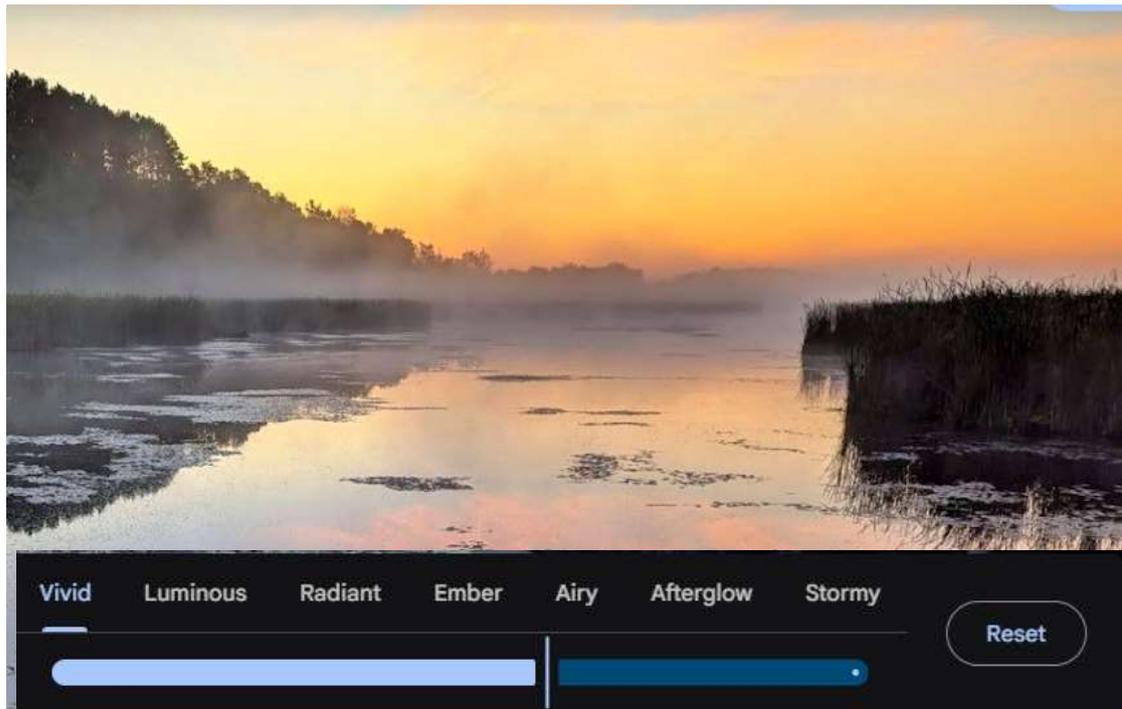
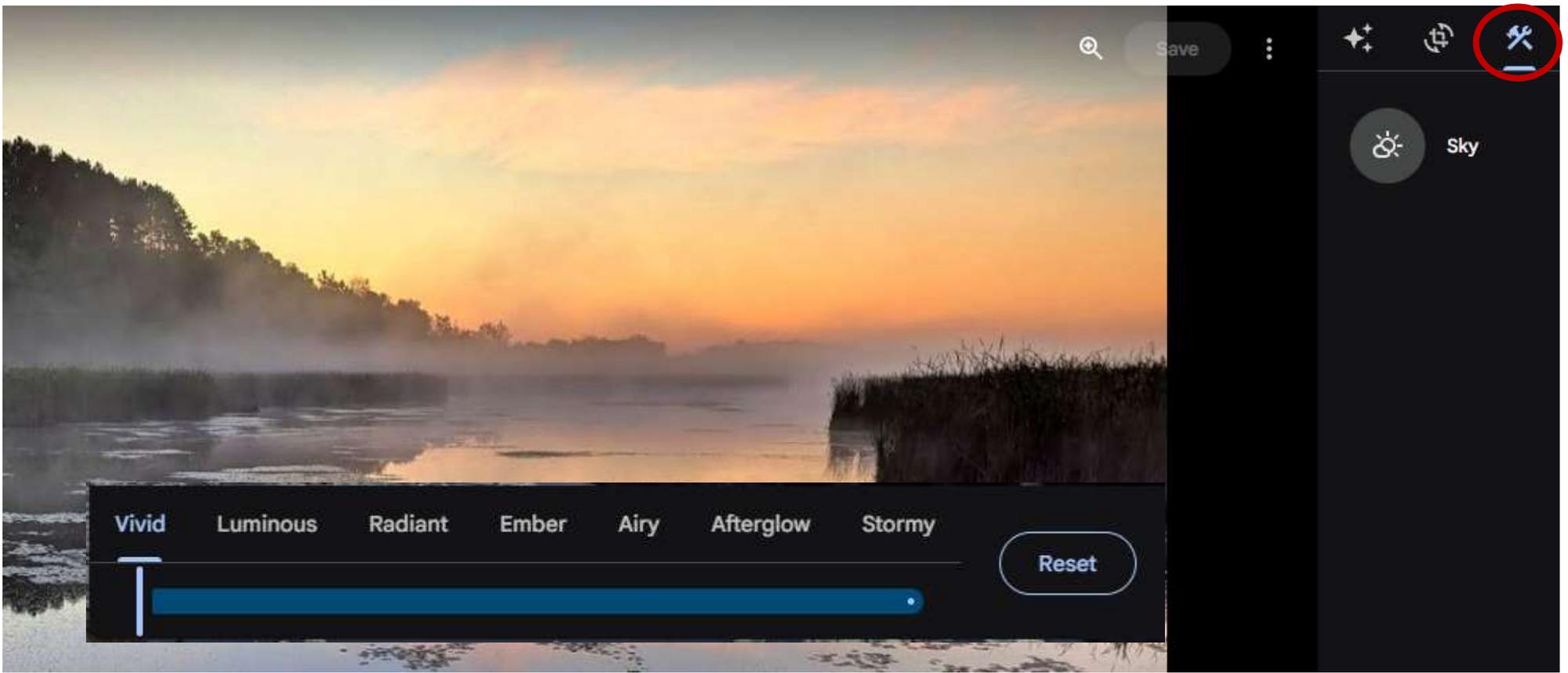
You can search with that label. [Learn more about searching for your photos.](#)

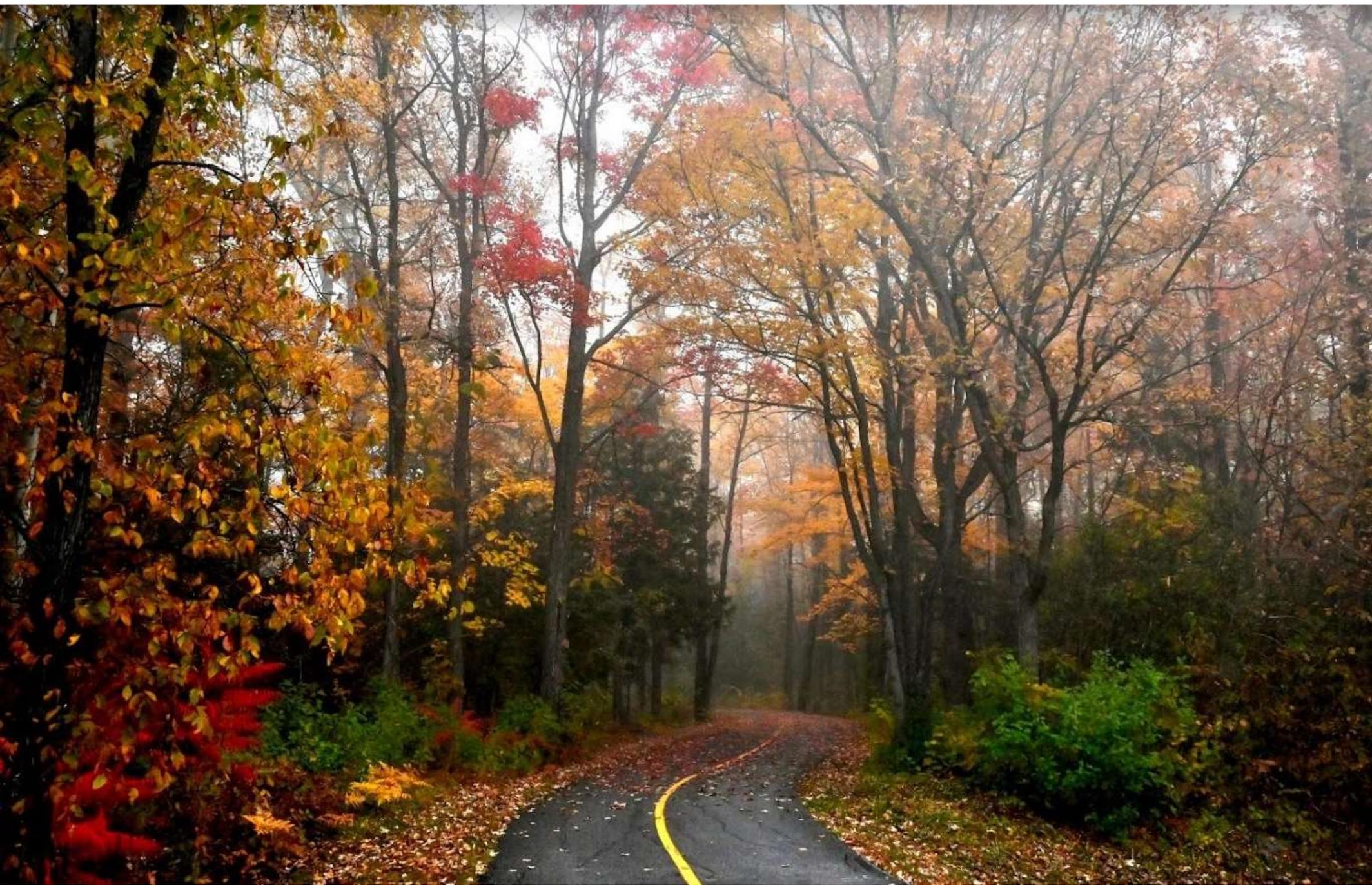
Photo editing on Google Drive

Click on your photo

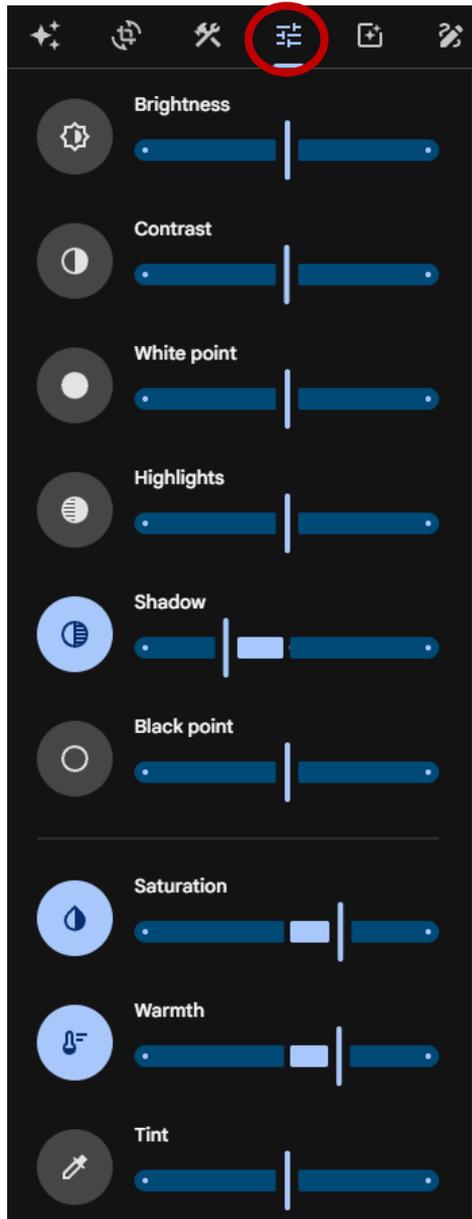








Adjust tab

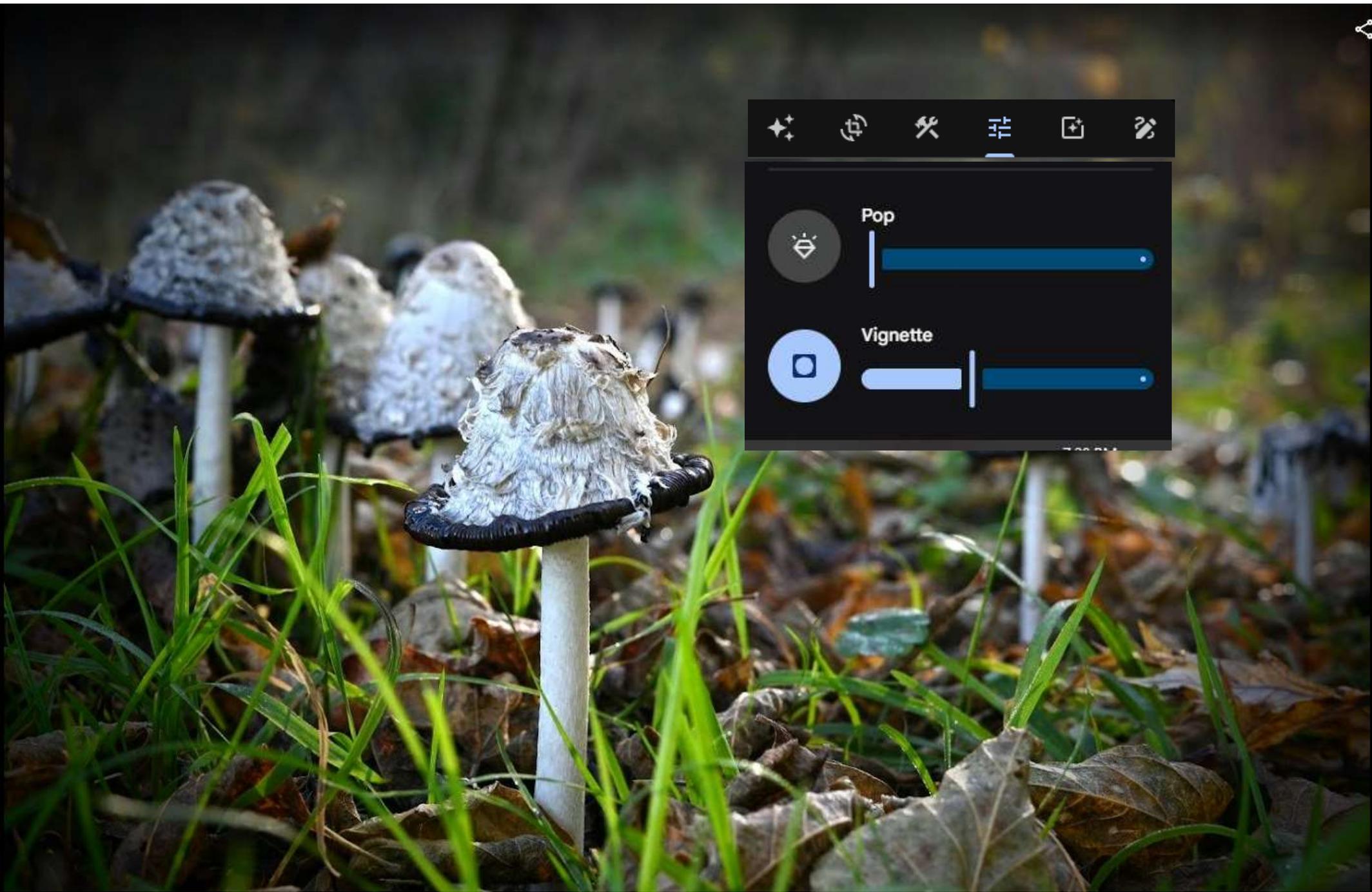




Before



After



Pop



Vignette



7:00 PM



Pen & highlighter

Filters



Follow Up Google Photos

Using Google Photos on your phone for editing and sharing...stay tuned.





Enshitification

Loonie Links

- Term coined by author Cory Doctorow in 2022
 - process by which online platforms gradually degrade in quality & user experience as they shift their priorities toward maximizing revenue
- **Stage 1**
 - online platforms are good to their users...but find ways to lock them in. The more locked in they are, the harder it is for them to leave when we get to stage 2.
- **Stage 2**
 - platforms screw their users to make things good for business customers. But business customers are not the final beneficiaries: the platforms and shareholders are. Once business customers, sellers, advertisers, & publishers are locked in we move to stage 3.
- **Stage 3**
 - platform knifes them too – bleeding them out so all the value is shifted to the platform, investors, and executives
- Lifecycle leads to
 - diminished utility & trust
 - poorer experience overall



Understood: Who Broke the Internet

The enshitification of the Internet

- Introduction

- <https://www.cbc.ca/listen/cbc-podcasts/1353-the-making-of-musk-understood/episode/16142603-introducing-understood-who-broke-the-internet>

- Episode 1: Don't Be Evil

- <https://www.cbc.ca/listen/cbc-podcasts/1353-the-making-of-musk-understood/episode/16144078-who-broke-the-internet-or-e1-dont-be-evil>

- Episode 2: Ctrl, Ctrl, Ctrl

- <https://www.cbc.ca/listen/cbc-podcasts/1353-the-making-of-musk-understood/episode/16145640-who-broke-the-internet-or-e2-ctrl-ctrl-ctrl>

- Episode 3: In God We Antitrust

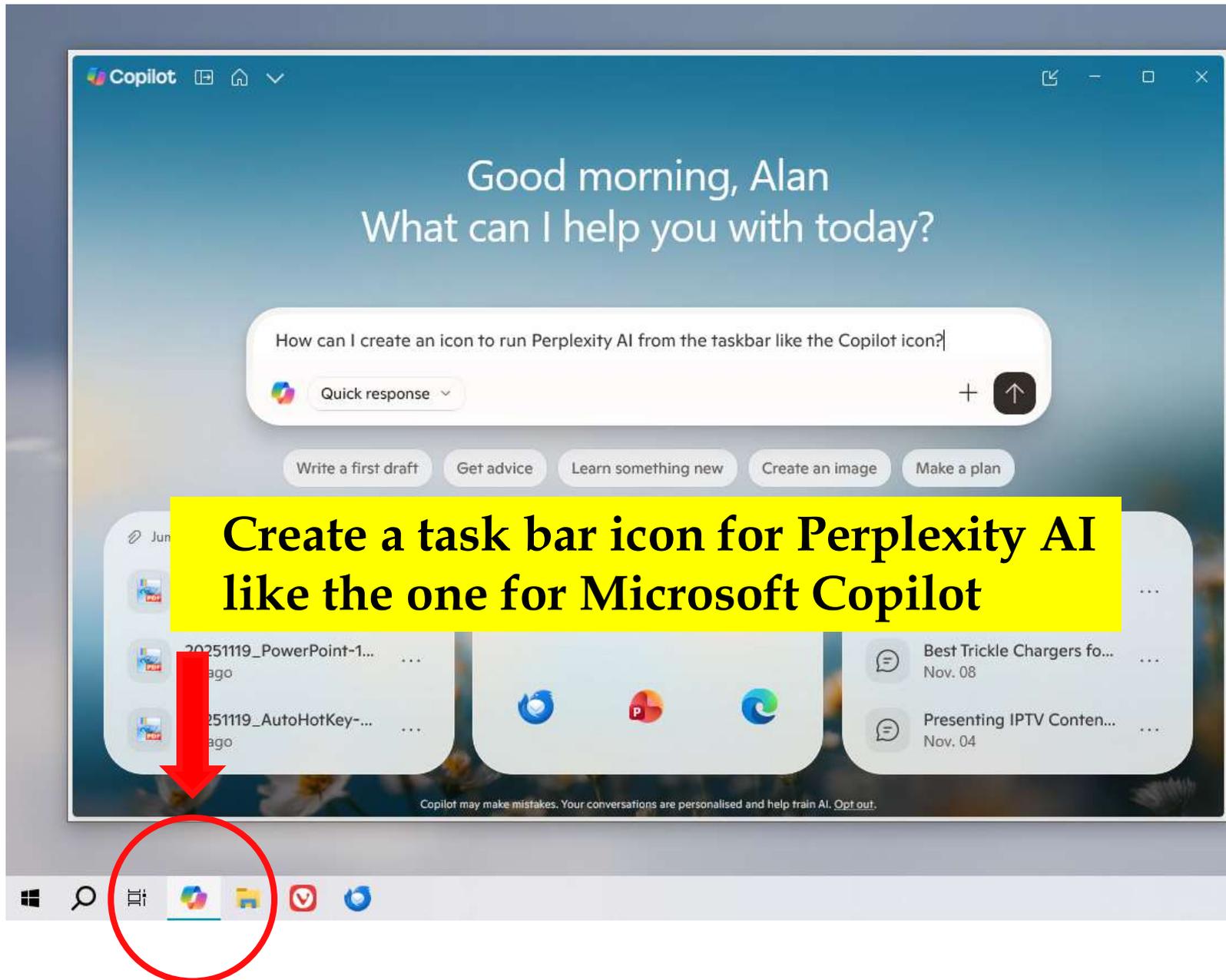
- <https://www.cbc.ca/listen/cbc-podcasts/1353-the-naked-emperor/episode/16147052-in-god-we-antitrust>

- Episode 4: Kick 'Em in the Dongle

- <https://www.cbc.ca/listen/cbc-podcasts/1353-the-making-of-musk-understood/episode/16148346-who-broke-the-internet-or-e4-kick-em-in-the-dongle>

Share

Fast Access to Perplexity AI



How can I create an icon to run Perplexity AI from the taskbar like the Copilot icon?

To create a taskbar icon for Perplexity AI similar to the Copilot icon, you'll need to pin a shortcut that launches Perplexity in your browser or as a standalone app. Here's how you can do it:

Option 1: Pin Perplexity AI as a Web Shortcut

If you use Perplexity via a browser (e.g., Edge or Chrome):

Microsoft Edge

1. Open <https://www.perplexity.ai> in Edge.
2. Click the **three-dot menu** (top right) → **Apps** → **Install this site as an app**.
3. Name it "Perplexity AI" and click **Install**.

Ask anything



Quick response 



Option 2: Create a Custom Shortcut with Icon

If you prefer a custom icon or want to launch it from a specific browser:

1. **Right-click on your desktop** → **New** → **Shortcut**.
2. In the location field, enter:

```
"C:\Program Files (x86)\Google\Chrome\Application\chrome.exe" --app=https://www.perplexity.ai
```

Copy

2. (Adjust path if using Edge or another browser)
3. Name it "Perplexity AI".
4. Right-click the shortcut → **Properties** → **Change Icon** to set a custom icon (you can download one from the web).
5. Drag the shortcut to your taskbar or right-click → **Pin to taskbar**.

Command line for the shortcut

Ask anything

 Quick response ▾

+ 🗣️ 🌐

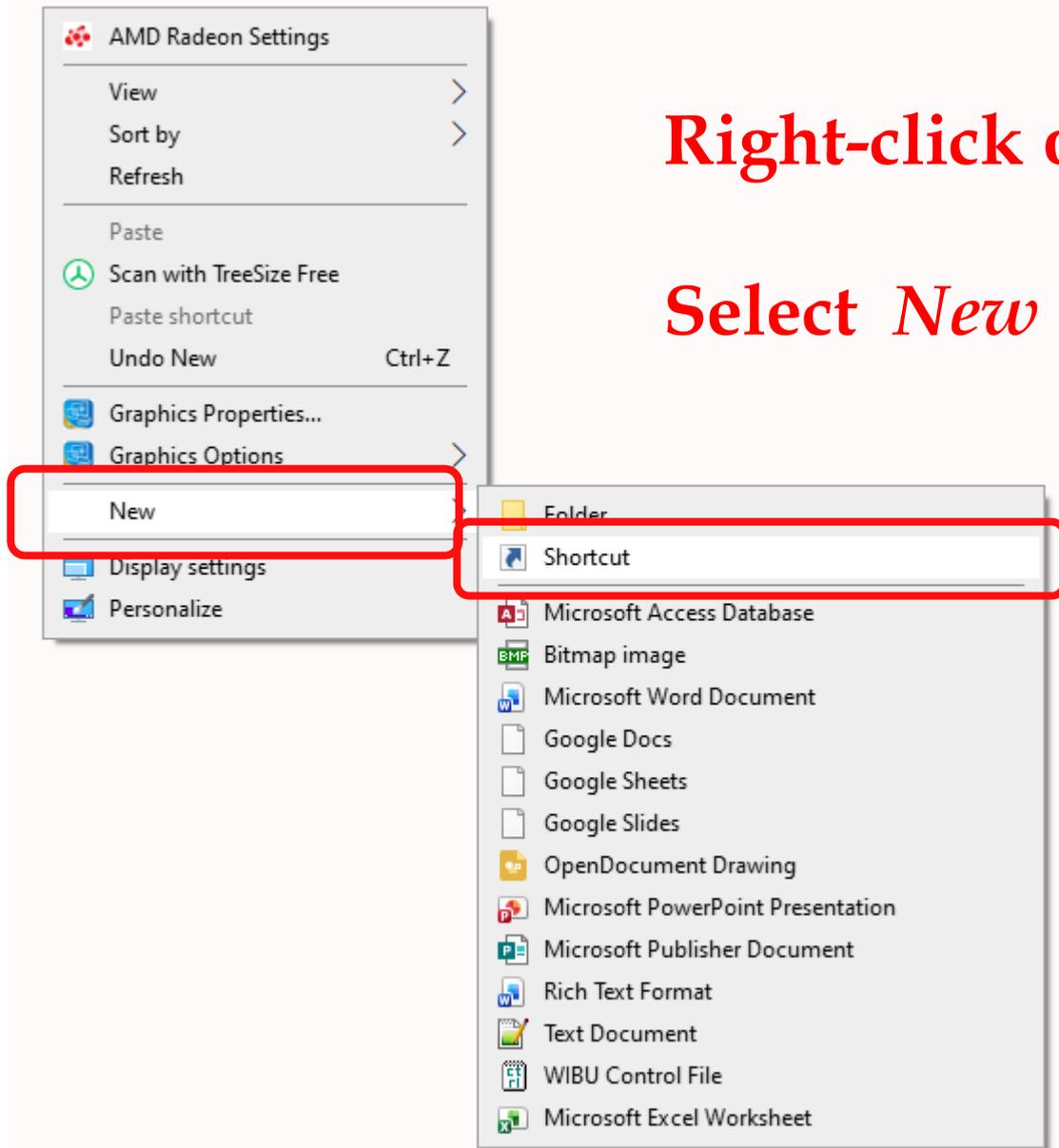
The image shows a Notepad++ window titled "*new 1 - Notepad++". The menu bar includes File, Edit, Search, View, Encoding, Language, Settings, Tools, Macro, Run, Plugins, and Window. The toolbar contains various icons for file operations and editing. A single tab labeled "new 1" is open. The text area contains the following code on line 1:

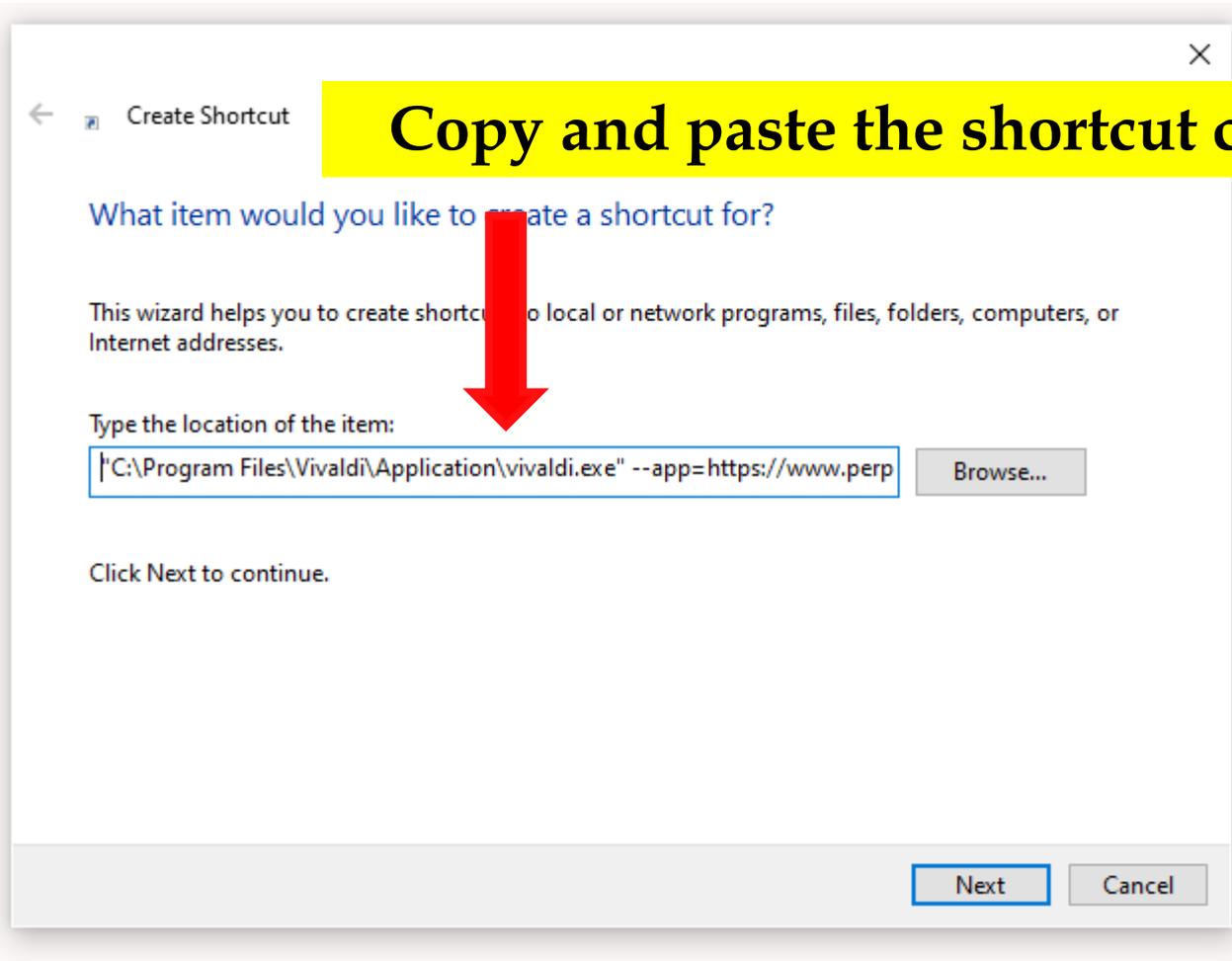
```
1 "C:\Program Files\Vivaldi\Application\vivaldi.exe"  
--app=https://www.perplexity.ai
```

The status bar at the bottom displays: Norm length: 82 lines: 1 | Ln: 1 Col: 83 Pos: 83 | Windows (CR LF) | UTF-8 | INS

Right-click on desktop

Select *New > Shortcut*





Copy and paste the shortcut command

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

`"C:\Program Files\Vivaldi\Application\vivaldi.exe" --app=https://www.perp`

Browse...

Click Next to continue.

Next

Cancel

← Create Shortcut

What would you like to name the shortcut?

Type a name for this shortcut:

Perplexity

Click Finish to create the shortcut.

Finish

Cancel



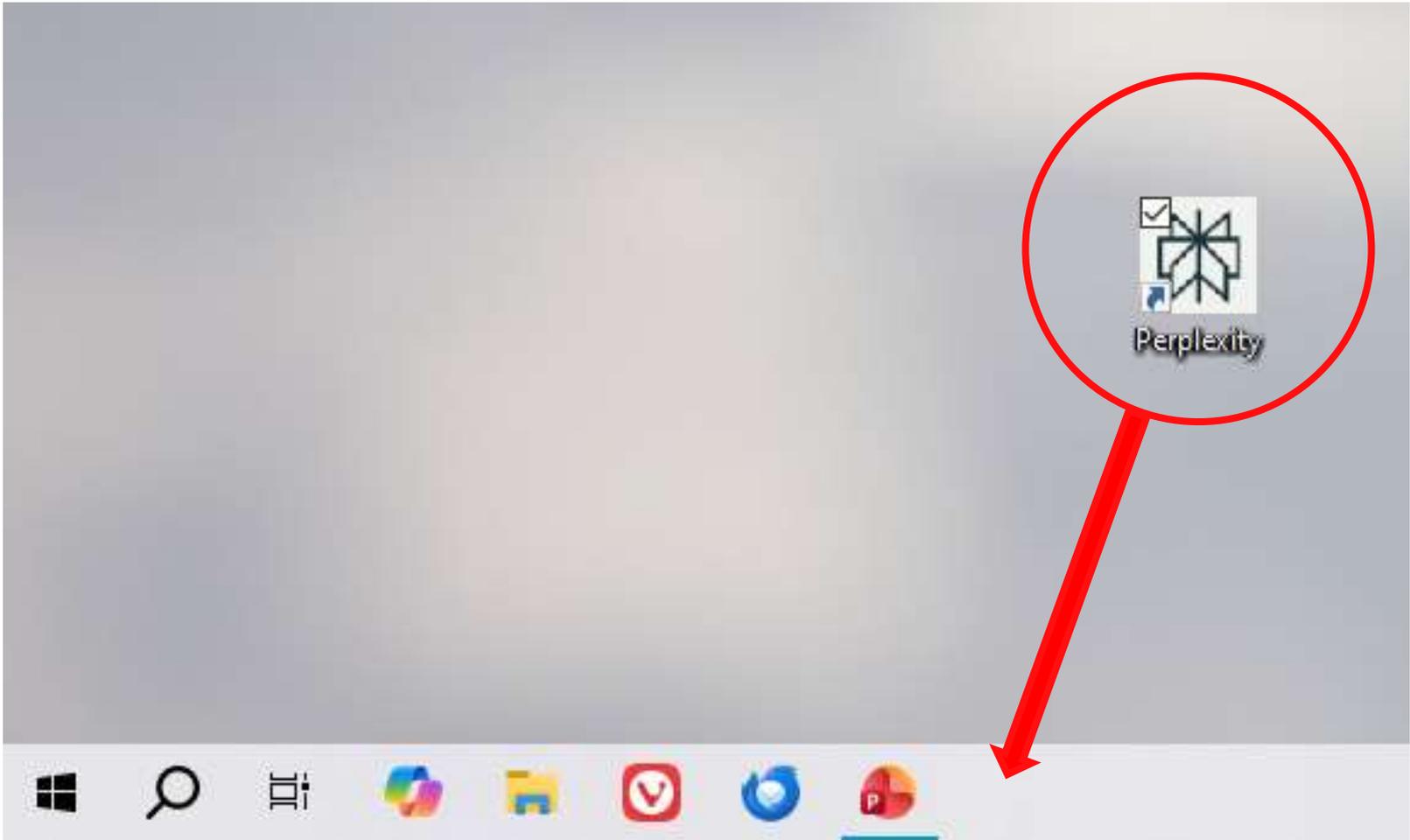
This not going to work since I already have a Vivaldi icon on my task bar



Change the icon using:

Properties > Change Icon







Try Comet, the browser that reads, writes and thinks [Download now](#) →



Home



Discover



Spaces



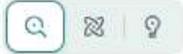
Finance



Account

perplexity

Ask anything. Type @ for mentions.



Follow Up



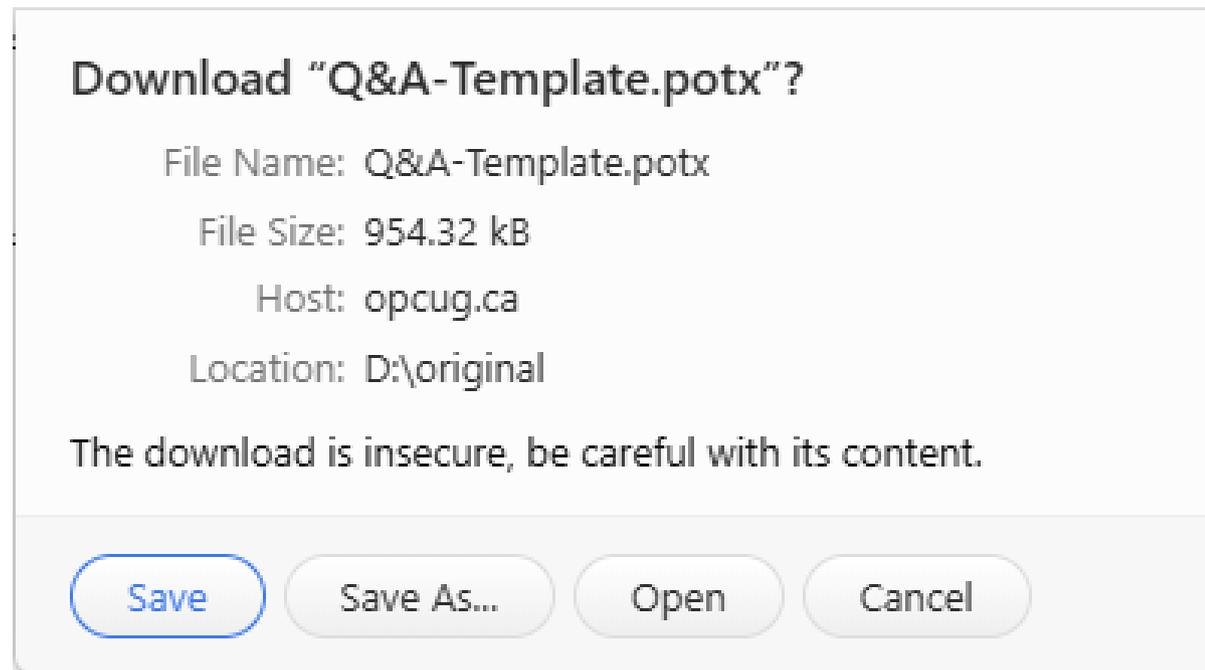
Creating a PowerPoint Presentation – Part 1

- Do you know how to use PowerPoint?
- Would you like to be able to do so (*in order to create a share for Q&A*)?
- Do you need some tips on how to create slides quickly and efficiently?
- This mini-series may help...



Start with OPCUG's PowerPoint slide template

<https://opcug.ca/downloads/Q&A-Template.potx>



Q&A-Template.potx - PowerPoint Alan German AG

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Tell me Share

Paste New Slide

Clipboard Slides

Font Paragraph Drawing Editing Add-ins

1



12 10 8 6 4 2 0 2 4 6 8 10 12



Alan German & Chris Taylor
Ottawa PC Users' Group

10 8 6 4 2 0 2 4 6 8 10 12

Slide 1 of 1 English (Canada) Accessibility: Good to go Notes Comments 56%

Q&A-Template.potx - PowerPoint Alan German AG

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Tell me Share

Paste Clipboard

New Slide

Q&A

1

Share

Q&A

Q&A Alan German & Chris Taylor Group 2019-2020 Group

Title Share Question Answer Question-2ndOption

Answer-2ndOption YouTubeTech YouTubeTech-2 LoonieLinks LoonieBits

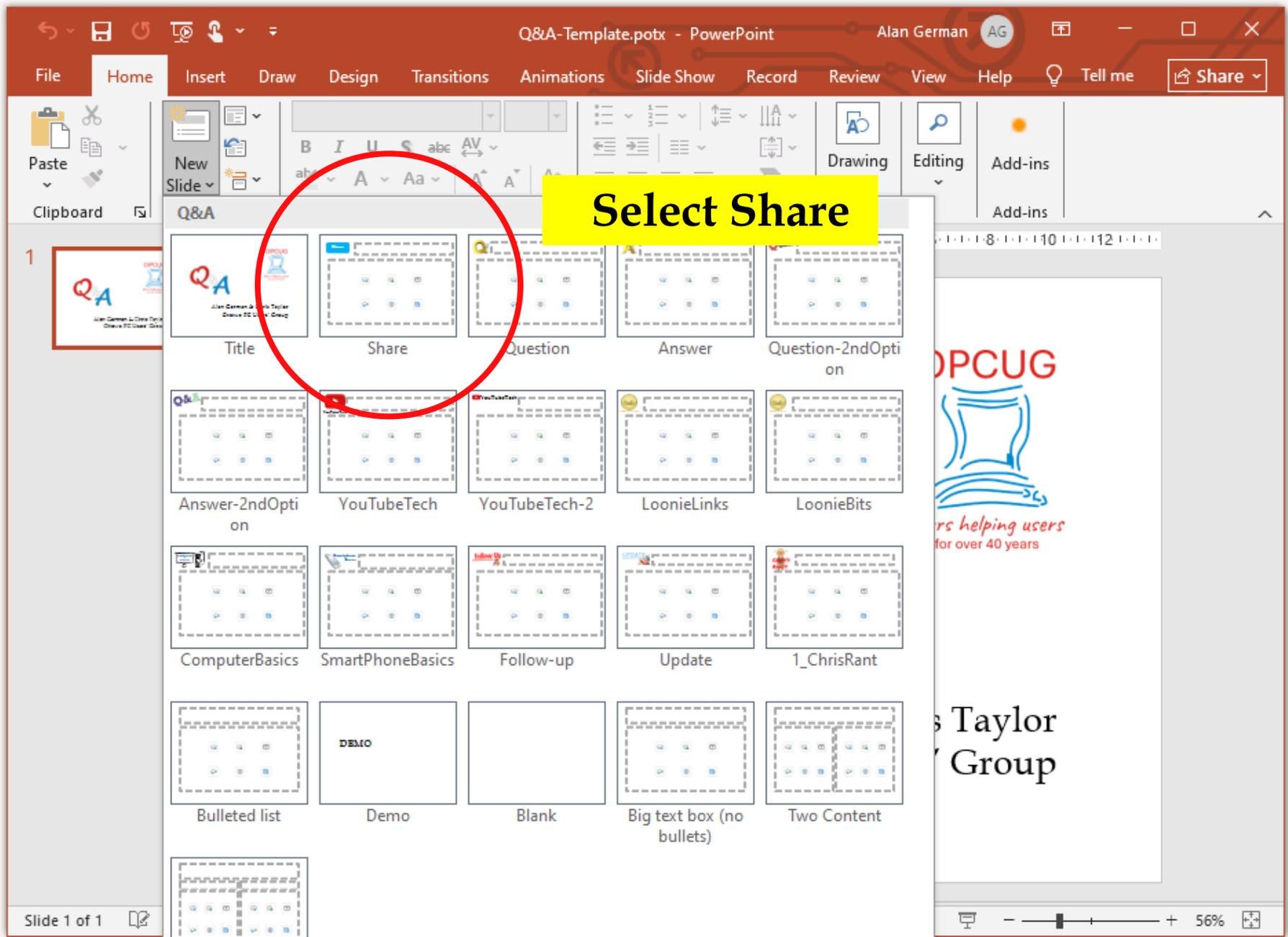
ComputerBasics SmartPhoneBasics Follow-up Update 1_ChrisRant

Bulleted list Demo Blank Big text box (no bullets) Two Content

Comparison

Slide 1 of 1

56%



Select Share

OPCUG



OPCUG
Helping users helping users for over 40 years

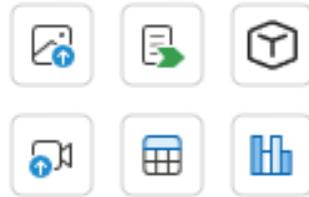
Taylor
Group

Share

Title of share

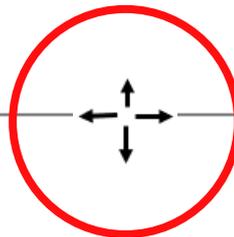
- Click to edit bulleted list

Click to add a title



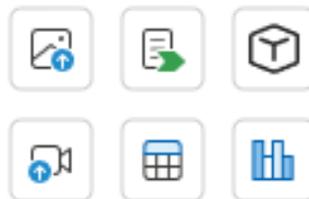
Share

Fast Access to Perplexity AI



- Click to edit bulleted list

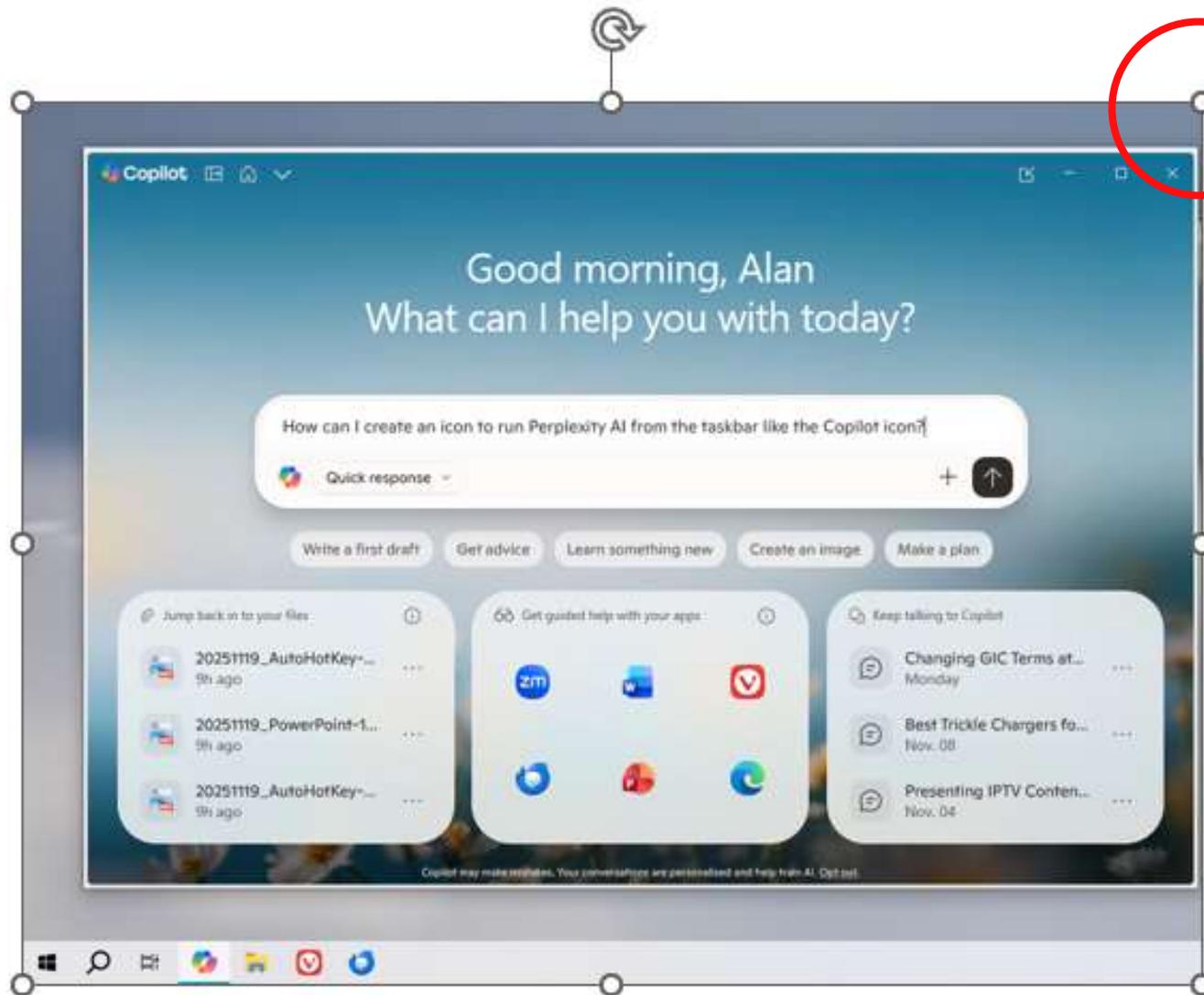
Select the border of the text box and press delete



Share

Fast Access to Perplexity AI

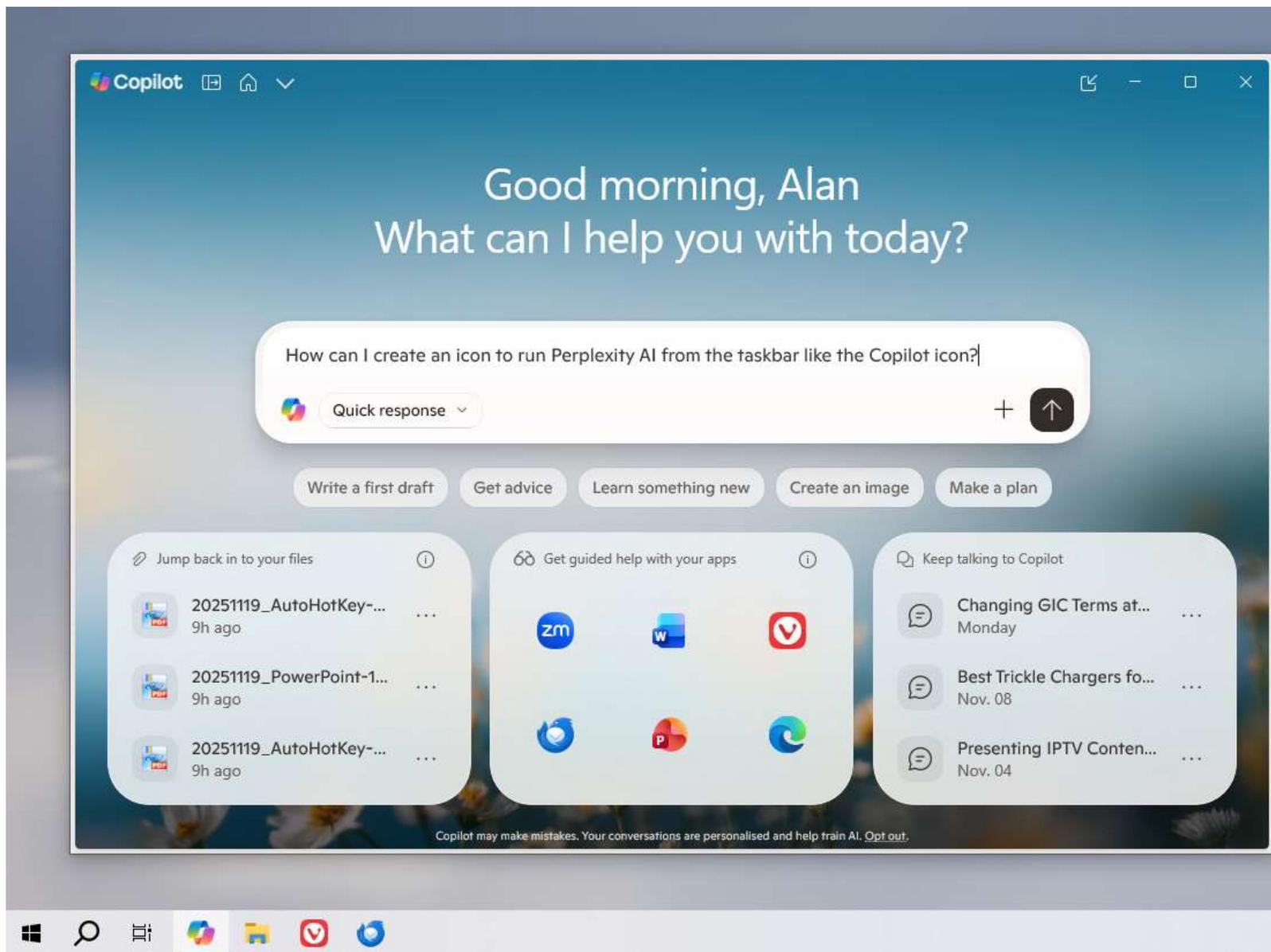
Insert > Picture > ppt-01.png



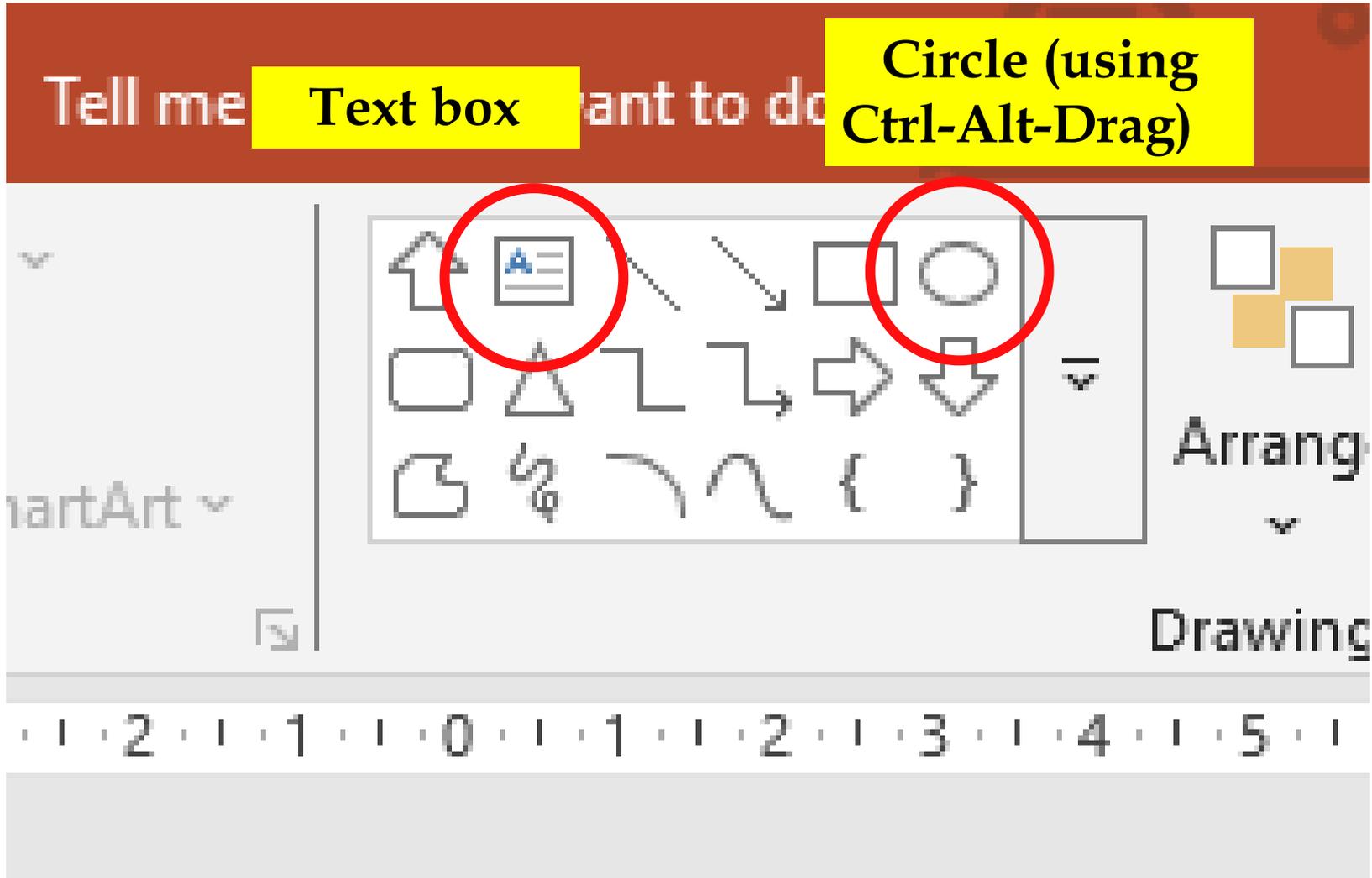
**Use handles
to resize**

Share

Fast Access to Perplexity AI

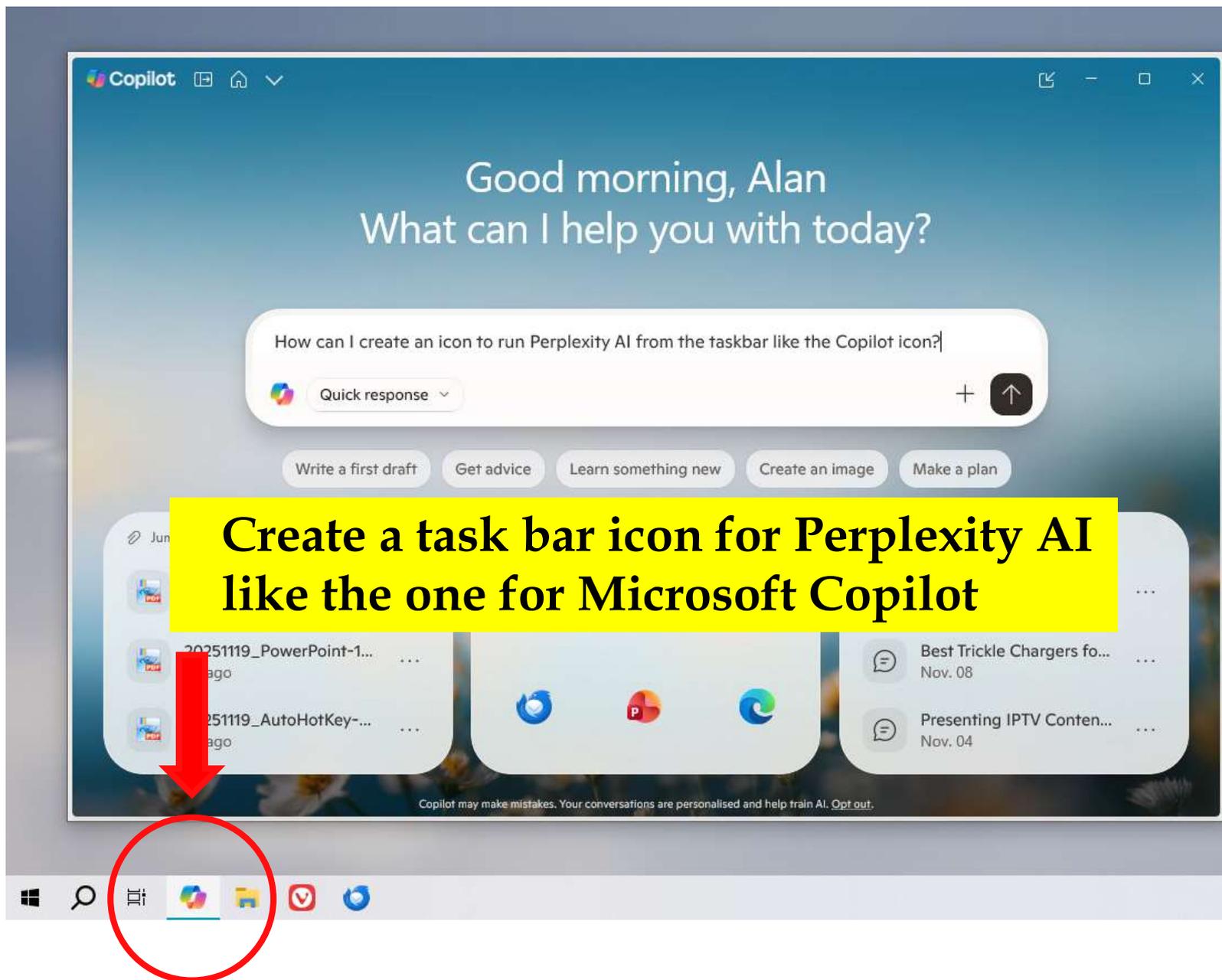


Home Tab



Share

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2. Click the **three-dot menu** (⋮)
3. Name it "Perplexity AI" and click **Install**.

Use the rounded-rectangle tool to highlight a section of text

Ask anything



Quick response ▾

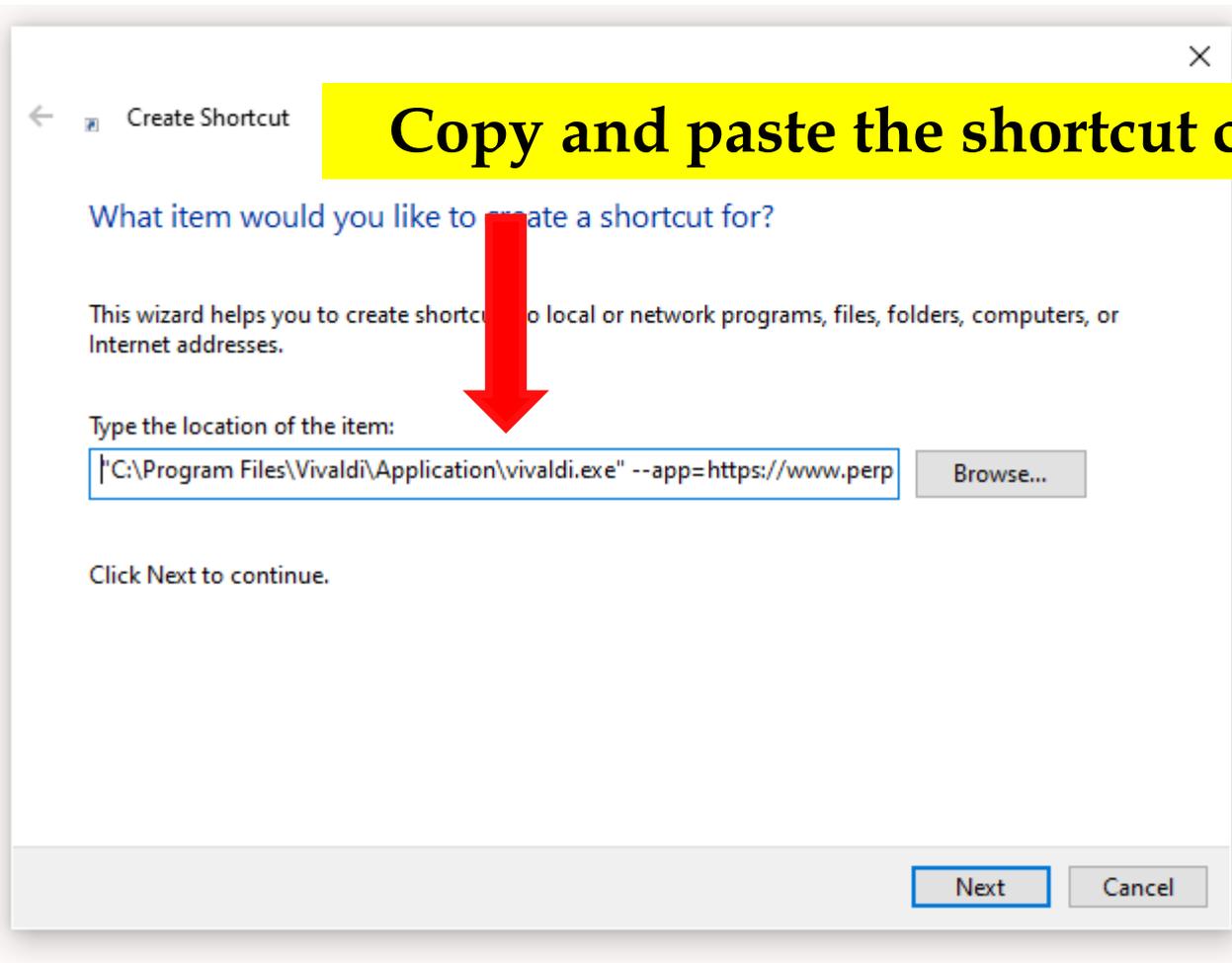


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```

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Tip: Screenshots are easier to cut out if the wallpaper is set to white as a solid colour



Copy and paste the shortcut command

What item would you like to create a shortcut for?

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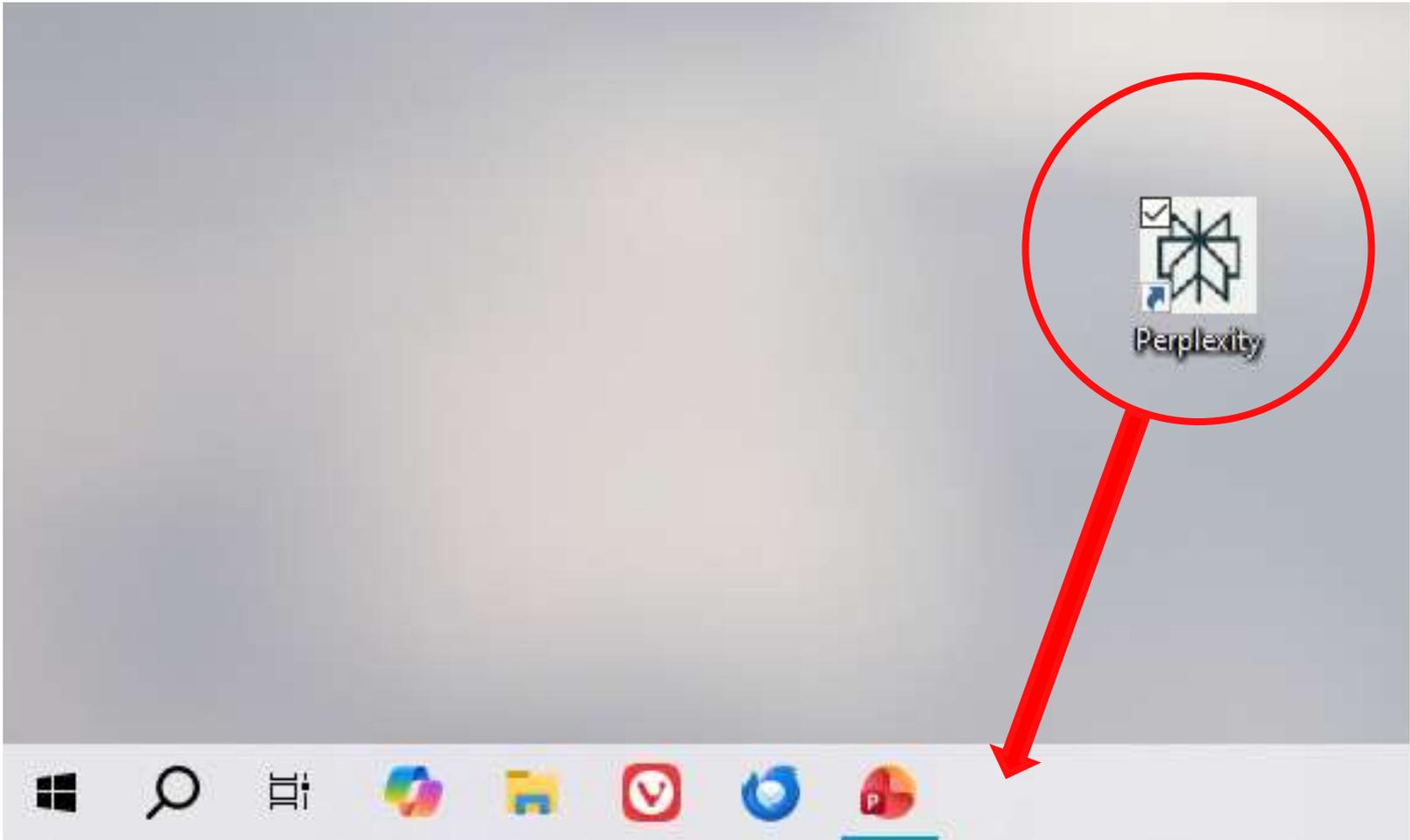
`"C:\Program Files\Vivaldi\Application\vivaldi.exe" --app=https://www.perp`

Browse...

Click Next to continue.

Next

Cancel



Try Comet, the browser that reads, writes and thinks [Download now](#) →



Home



Discover



Spaces



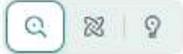
Finance



Account

perplexity

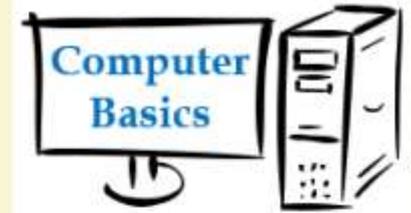
Ask anything. Type @ for mentions.



**WHAT'S
NEXT**

Part 2 - PowerPoint Tips and Tricks

Computer Basics



Memo to: SuggestionBox@Dopcuq.ca

My wish list is as follows:

1.

2.

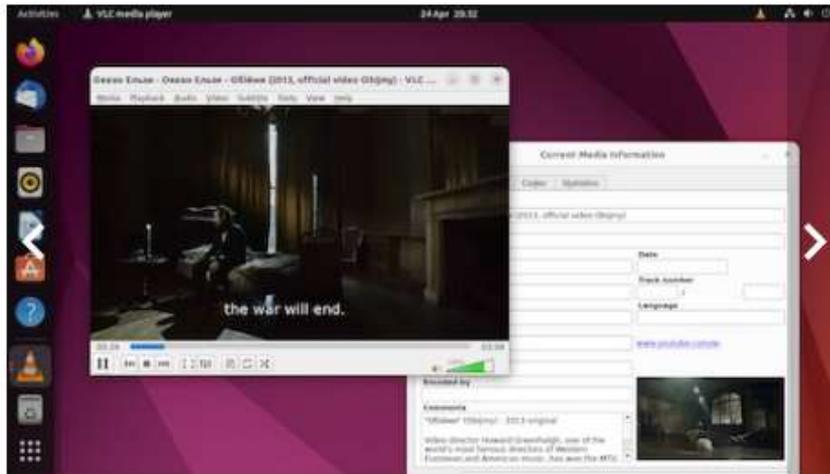
3.

**My most-used apps
Part 3**

VLC media player



VideoLAN, a project and a **non-profit organisation**.



VLC media player

VLC is a free and open source cross-platform multimedia player and framework that plays most multimedia files as well as DVDs, Audio CDs, VCDs, and various streaming protocols.

Download VLC

Version 3.0.21 • Windows 64bit • 40 MB
517,007,120 downloads so far



<https://www.videolan.org/vlc/>

Audacity

 Audacity

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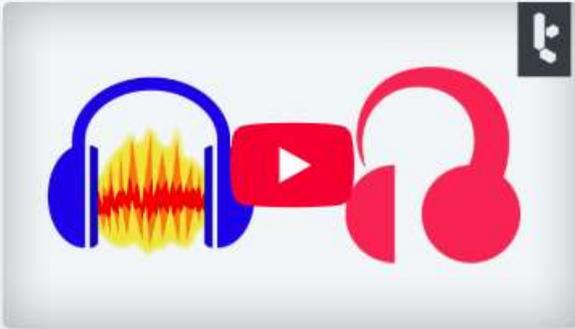
Audacity is the world's most popular audio editing and recording app

[Download Audacity 3.7.5](#)

Download without Muse Hub



How we're building Audacity 4



A sneak peek at our development process and new features.

PLAYGRND FX

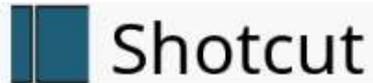
[Get it on MuseHub](#)



Install once. Access tons of powerful plugins. Blend for infinite creativity.

<https://www.audacityteam.org>

Shotcut



Shotcut is a free, open source, cross-platform video editor.

Click to Download



<https://www.shotcut.org>

OBS Studio



The image shows the homepage of the OBS Studio website. The background is a dark blue gradient. At the top, the text "OBS Open Broadcaster Software" is displayed in white. Below this is a navigation menu with links for "Home", "Download", "News", "Help", and "Forum". The "Home" link is underlined. A row of social media icons (Discord, Twitter, GitHub, YouTube) is followed by a green "Contribute" button. The main heading "OBS Studio" is in large, bold, white font. Below it, the text "Latest Release" is followed by icons for Windows, macOS, and Linux, and the version number "32.0.2 - October 28th". Three blue buttons labeled "Windows", "macOS", and "Linux" are arranged horizontally. At the bottom, a white text block states: "Free and open source software for video recording and live streaming. Download and start streaming quickly and easily on Windows, Mac or Linux."

OBS
Open Broadcaster Software

[Home](#) [Download](#) [News](#) [Help](#) [Forum](#)

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OBS Studio

Latest Release    32.0.2 - October 28th

[Windows](#) [macOS](#) [Linux](#)

Free and open source software for video recording and live streaming.
Download and start streaming quickly and easily on Windows, Mac or Linux.

<https://obsproject.com>



**Any other:
Questions
Comments
Shares?**



OPCUG PRESENTATIONS AT THE OTTAWA PUBLIC LIBRARY

Quick PC Tips: Enhancing capabilities and performance with free tools

Chris Taylor

Alta Vista, Thursday Dec 4, 2025 at 6:00pm

Whoa, backup! Effective strategies for keeping your computer files safe

Chris Taylor

Centennial, Saturday Dec 6, 2025 at 2:30pm

Artificial Intelligence (AI): Fun and Useful Tips

Chris Taylor

Sorry this event and its waiting list are full

But...

Richmond, Monday Dec 8, 2025 at 6:00pm

<https://booking.biblioottawalibrary.ca/en/program?text=pc+users>



December Meeting

How the Electric Telegraph Changed the World

JB Burke
Prescott Computer Society

December 10, 2025
7:30 pm





No Q&A on
December 10
(Monthly Meeting)

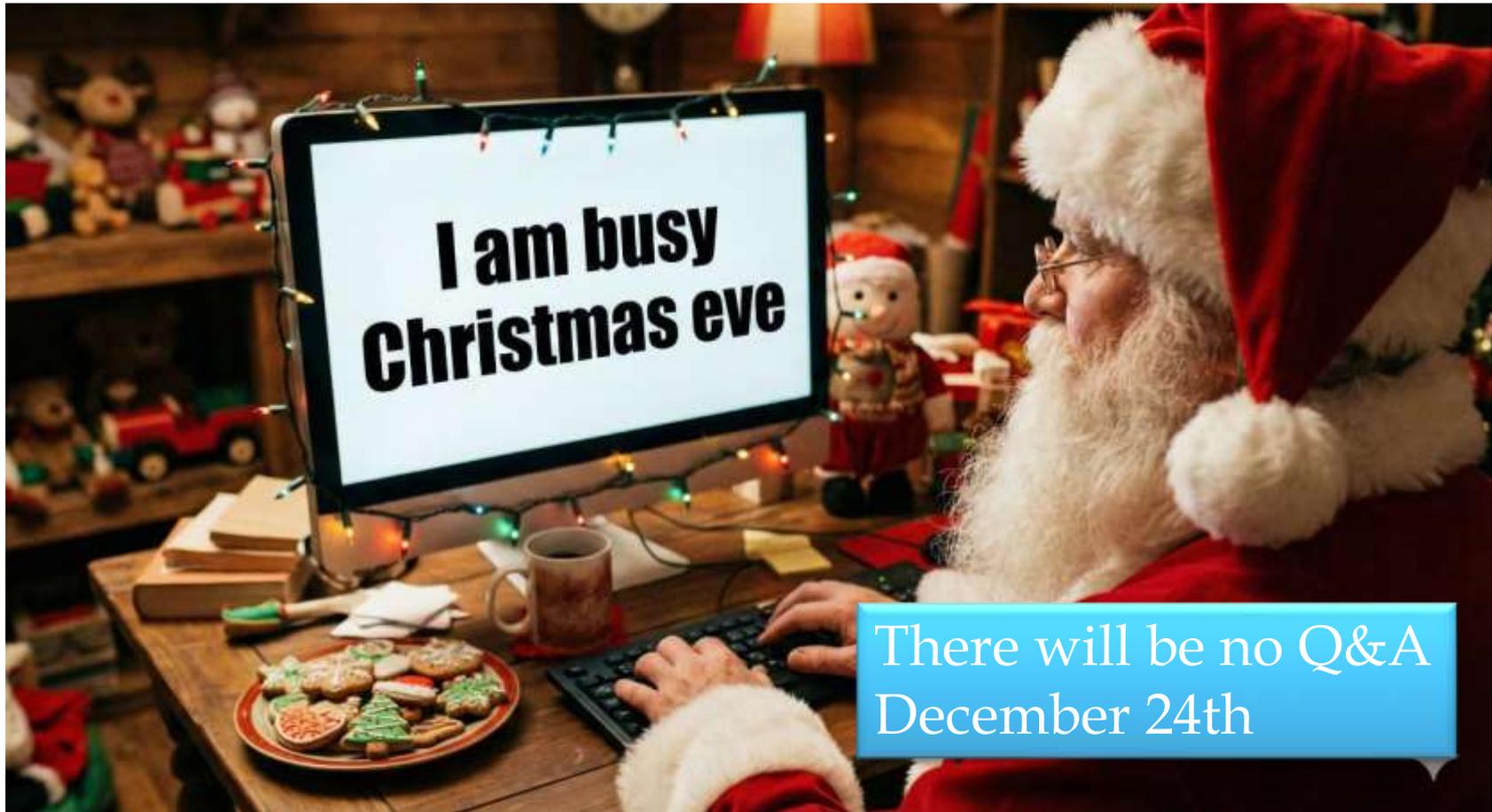


**Send your questions,
answers, and topics
you wish to share to:**

SuggestionBox@opcug.ca

Share

December 24th



There will be no Q&A
December 24th

...and then I am on vacation until the new year
• there will be no Q&A December 31st