INTERNET SECURITY

Safer web browsing *by Chris Taylor*

A lot of attempts to compromise computers come from malicious web sites, so it makes sense to protect your browsing sessions. Fortunately, there are many free browser extensions that can help do just that.

The following is not meant to be comprehensive. It is just a list of some security extensions that I found interesting. I am sure a little sleuthing can turn up other security extensions for your browser. Have fun!

Netcraft's anti-phishing extension (https://toolbar.netcraft.com/) has been around and evolving for over 15 years! Netcraft calls it "a giant neighbourhood watch scheme". It uses Netcraft's security intelligence and reports from users to block access to suspicious sites before they can compromise your security. As well, it reports useful information about the sites you visit, such as the country hosting the site, a risk rating, the date Netcraft first started tracking the site, and more. It is available for Chrome, Edge, Firefox, and Opera. I have used the Netcraft extension for many years and find it very valuable without being obtrusive.

Avast Online Security (https://www.avast.com/en-ca/avast-online-security) is an extension for Chrome, Edge, Firefox, and Opera that can identify and block phishing sites, show user ratings of the site, block trackers, and warn you if a site is deemed untrustworthy by the community. It can even flag results on search engines as "safe", "unsafe", or "unknown". I tested it on Google, Bing, Yahoo, DuckDuckGo, and Ask.com. Very cool! I think Avast Online Security might have earned a permanent place in my browsers.

Google's VirusTotal web site lists VT4Browsers for Chrome & Firefox and vtExplorer for Internet Explorer (https://support.virustotal.com/hc/en-us/articles/115002700745-Browser-Extensions) which are designed to send suspicious links and files to the VirusTotal service for checking using dozens of anti-malware engines.

Security Plus (https://add0n.com/security-plus.html) is available for Chrome, Firefox, and Opera. Once installed, right-click on any URL. From the context menu, choose *Scan Link for Viruses* to submit the link to Google's VirusTotal site where it will be checked by dozens of anti-malware engines. This extension requires that you get a free API key from VirusTotal (https://developers.virustotal.com/reference). Security Plus does absolutely nothing until you tell it to check a link, so it has zero impact on the web browser performance.

Some web technologies have been used on web sites to compromise the computers of visitors. NoScript (https://noscript.net/) is an extension for Chrome and Firefox that allows JavaScript, Flash, and Java to only run on trusted sites of your choice. Alan reported NoScript way back in part 51 of the OPCUG Free Software Guide (https://opcug.ca/Articles/1410.pdf). Warning: Many non-malicious web sites use these technologies. NoScript can radically alter the way web pages look.

Next Meeting: WEDNESDAY, June 10th, 2020

Next Meeting

Wednesday, June 10th, 2020

Zoom teleconference (Zoom link to be posted in June at http://opcug.ca/events/june-10th-meeting/)

Topic: Website design, e-commerce
Speaker: Rob Villeneuve, CEO of Rebel.com

Now is the time to get yourself, your ideas and your business online. Rob Villeneuve, CEO of Rebel.com, will discuss the best ways to power up your online presence: website design, powerful e-commerce solutions, key performance tune-ups for sluggish websites, classic vs "boutique" domain extensions, and hosting options backed by an award-winning Customer Support team.

Rob will also discuss the application of Agile in a remote work environment, and the ways in which Agile methodology can facilitate the empowerment and success of non-technical teams.

*This is our last meeting until September. Have a nice summer and let's hope we meet **in person** at our September meeting. STAY SAFE!*

Next Season

Wednesday, September 9th, 2020

We are hopeful that COVID-19 restrictions on group gatherings will be lifted before September and plan on having our annual **Pizza Night** at the church *(to be confirmed)* followed by a presentation.

AN INTRODUCTION TO THE RASPBERRY PI
Speaker: Deid Reimer, Victoria Pi Makers

Why is the Raspberry Pi so popular? Just what is the Pi and what is required to make it truly useful? Deid Reimer will join us by video-conference from Victoria BC to provide a brief tour of some of the things that the Victoria Pi Makers have created with their Pi's.

See http://opcug.ca/events/september-meeting/ for details.

After the summer hiatus, we look forward to seeing you for a new season of presentations.

All scheduled events, including regular monthly meetings, weekly Q&A sessions, and OPCUG-OPL webinars, are posted on our website at http://opcug.ca/#upcoming. All events are via teleconference.

2020 CALENDAR

Meetings	Date	Time and Venue
OPCUG General Meeting	Wednesday, June 10th	7:30 p.m. via **Zoom Teleconference** (Zoom link to be posted in June at http://opcug.ca/events/june-10th-meeting/
Q&A Session	Wednesday, June 10th	Immediately following the OPCUG General Meeting. (approx. 9 pm) on the same teleconference call.
Beer BOF (Wing SIG East)	Wednesday, June 10th	During this pandemic, we will all have to stay at home and enjoy our own beer. Cheers!

CLUB LIFE

Special BOD Invitation

The Board of Directors is still looking for a 9th member of the board. If anyone is interested and would like to attend a board meeting as an observer to see what it's all about, that can easily be accommodated as we currently are holding board meetings on Zoom video-conferencing.
Please contact Chris at Chris.Taylor@opcug.ca and he will ensure you get the invitation with details.

Our weekly Q&A sessions by Zoom video-conference have attracted a regular following, with lots of participation among those attending. There is, therefore, a really good chance that the group will be able to provide a solution to **your** computer problem. While we welcome ad-hoc questions during Q&A, it may be more likely you will receive a response if you send your question in advance to SuggestionBox@opcug.ca so that we can add it to the list for the next Q&A session. Make sure that you are subscribed to the announcements list. A weekly posting will provide a reminder of the date and time of the next session, and a list of the questions received. And, if you have an answer to one of the questions, send that to the suggestion box so that it can be included in the deck – with **your name in lights** to acknowledge your contribution!

Sample Question:
Q. How do I subscribe to the Announcements List?
A. Send an email to opcug-announcements+subscribe@googlegroups.com. The message can be totally blank; no subject and body text required.

The next weekly Q&A meeting is on Wednesday, May 27th.
Details at https://opcug.ca/events/qa-weekly-sessions-may-27/

Member Forum

Do you have an urgent problem that can't wait for the next Q&A session? Do you have a rant, interesting web site, tech tidbit, or musing you would like to share with your fellow OPCUG members? If so, the Google Group **OPCUG-Member-Forum** is the bee's knees!

Recent topics of discussion have included:

- Microsoft Solitaire celebrates its 30th anniversary

- Windows 10 PowerToys

- New Google Chrome features

- Windows 10 installer files too big for a flash drive

- Scanning to a PDF from a mobile device

- $1,799 MacBook Pro vs. $650 Acer Swift 3

- Intel Ice Lake 10th gen CPUs

- Battery leak in cordless keyboard

- Problems with notifications on Android phones

If you want to join in the fun, send an email to opcug-member-forum+subscribe@googlegroups.com or send an email to sysop@opcug.ca and we will sign you up.

New Fraud Watch Web Page

Check out our new Fraud Watch page. You will find information on fraud and scams, and how to spot them. We provide links to official websites that show the numerous ways online thieves are trying to steal your money and/or identity, and websites that can help you prevent fraud or coach you if you become a victim.
If you have received a scam recently, send an image or forward the email to FraudAlert@opcug.ca. If we haven't already posted something similar, we'll feature it on the Fraud Watch page. In order to protect your privacy, we will remove your personal identifiers.

SECRETARY'S REPORT FOR 2019/2020

Board Members

The Board of Directors for 2019/2020 was announced on March 18, 2019 at the Annual General Meeting. The Board selected positions at their next meeting resulting in the following slate of officers:

 Chris Taylor, President and Systems Administrator
 Jocelyn Doire, Special Events
 Gail Eagen, Secretary
 Alan German, Treasurer
 Wayne Houston, Privacy
 Brigitte Lord, Webmaster and Newsletter
 Lawrence Patterson, Program and Publicity
 Bob Walker, Facilities

Board Meetings

The Board met 12 times on Feb 18, Mar 18, Apr 15, May 13, Jun 17, Aug 19, Sep 16, Oct 16, Nov 20, Dec 16 in 2019 and Jan 13, Feb 24 in 2020.

Most of the discussion at meetings related to creating the program, ensuring speaker gifts, raffle prizes and door prizes for the meetings, ensuring articles for the Newsletter, and planning the closing June Pizza-Q and associated e-waste event. This year, the Board also planned a fall workshop and gave many presentations at the Ottawa Public Library. The Board discussed publicity of events and ways to improve membership. Discussions also included the financial situation and enhancing the web site.

Major discussions and decisions made:

- To accept Richard Aylesworth's comments and recommendations on the review of the financial records for 2018;

- To hold an E-waste event at the June Pizza-Q and to donate the proceeds of the E-Waste event to the Riverside Church.

- To continue the meeting location to the Riverside United/Anglican Church for the 2019-2020 season;

- To continue giving presentations at various branches of the Ottawa Public Library;

- To give presentations on request from other organizations;

- To continue publicity through Facebook and Twitter and a press release to targeted outlets;

- To engage outside assistance to update the web site with a new look and feel;

- To review the financial situation. The Board approved the adoption of a programme of fiscal management designed to decrease the club's capital assets from around $19,000.00 to approximately $10,000.00 over the next 5-10 years, where the programme would conform to the club's objective to promote unpaid, mutual learning and support in fields related to personal microcomputers;

- To provide coffee and Timbits for general OPCUG meetings at a charge of $1 for coffee and donuts to partially cover the costs;

- To increase the value of raffle and door prizes and speaker gifts;

- To provide a gift card to Bob and Debbie Herres as a thank you for their contribution of dozens of cupcakes at the June Pizza-Q and for hosting the August Board meeting at their cottage;

- To hold a Workshop called TLC at the offices of CompuCorps on October 26, 2019.

- To auction a computer donated by Lawrence Patterson's office, online and at the December Meeting, with proceeds going to the Ottawa Food Bank.

- To facilitate donations to the Ottawa Food bank at the December 2019 meeting;

- To provide complimentary memberships for one year to incoming Board members, to Mark Cayer for Membership, to Richard Aylesworth for his financial review and to Bob Herres for his assistance with Facilities

- To no longer have raffle prizes and to have higher value door prizes for members only at monthly meetings;

- To stop printing and handing out Membership cards;

- To purchase a portable dry erase flipchart for use at OPL and monthly presentations;

- To ask Richard Aylesworth to review the Treasurer's financial records for 2019;

- To purchase a GIC in the amount of $12,000 for 270 days to receive higher interest;

SECRETARY'S REPORT FOR 2019/2020

2019 Election

Bob Herres agreed to be Election Chair. Calls for nominations were done in the Newsletter and at meetings through the fall. Eight nominations were received by the due date of December 31, 2019. Since there were only eight nominations, Board members were acclaimed and no election was required.

ANNUAL GENERAL MEETING 2019/2020

The Annual General Meeting (AGM) for 2019/2020 was held on March 18, 2020. Minutes were taken by Secretary, Gail Eagen. The meeting was called to order at 7:31.

1. **Election Results** - Chris Taylor, President, announced that there were eight nominations received by the deadline of December 31, 2019 and thus the Board was acclaimed. The newly elected Board for 2020/21 was announced as follows:

> Jocelyn Doire
> Gail Eagen
> Alan German
> Wayne Houston
> Brigitte Lord
> Lawrence Patterson
> Chris Taylor
> Bob Walker

Chris said the Board would need to appoint a ninth Board member and asked anyone interested in joining the Board to talk to anyone on the Board. He thanked the outgoing Board for their contributions and thanked them for agreeing to continue. Chris also thanked Bob Herres for carrying out the duties of Election Chair.

2. **President's Report**

Chris said that his **President's Report** was published in the February 2019 Newsletter. He asked if there were any questions. None were received.

3. **Treasurer's Report**

Alan stated that the Treasurer's Report was published in the February 2020 newsletter.

Alan provided highlights of the report. Alan said income was mainly from memberships, raffle prizes and the workshop. He reported that membership income was down due to lowering the membership fees. Expenses were for the web site, office supplies, meeting location, workshop, merchandise (speaker and raffle prizes) and

PayPal. Web site costs were higher this year due to contracting out web development at a cost of $1800. The Board had been concerned about the Club's financial growth for a not for profit organization and had implemented a financial plan to reduce capital from $19,000 to $10,000 over 10 years including lowered membership fees, increasing the value of speaker gifts and door prizes and continuing to offer coffee and donuts at monthly meetings. The current Club capital was $17,372. The financial books had been reviewed by Richard Aylesworth who had made a couple of suggestions and had provided a positive review. Alan thanked Richard for his review.

Alan asked if there were any questions. A member asked if membership had increased due to lowering the membership fees, Alan responded that membership had not increased but that had not been the driver for lowering the membership fees. The lowering of membership fees was part of the financial plan to decrease the OPCUG's capital.

Chris thanked Alan for his efforts.

4. **Secretary's Report**

Chris said the **Secretary's Report** including a report on this AGM would be published in an upcoming Newsletter.

5. **Notes of thanks**

Chris thanked Mark Cayer for his membership work, Richard Aylesworth for performing the financial review, Bob Herres for all his help, all helpers, presenters and newsletter contributors. He again thanked the Board and the membership for their support.

6. **Questions and Answers**

Chris asked if members had any questions or issues to raise.

1. A member asked how members liked the new venue for meetings. A show of hands indicated people were happy with the venue.
2. A member thanked the Board for their contributions and singled out Chris for all his work over the years.

The Meeting was adjourned at 7:41 PM.

Submitted by
> *Gail Eagen,*
> *Secretary, OPCUG*

A Deep Dive into Disk Space Recovery   *by Alan German*

Recently, a friend complained that their laptop's hard disk was full and asked if I could assist in restoring some free space. There were two initial problems with this request: (1) my friend is somewhat "technically challenged" in terms of dealing with computers, and (b) was currently in Arizona so that the hardware was not readily accessible by me. Nevertheless, it was a simple matter to send step-by-step instructions by E-mail on how to run Disk Cleanup to remove unwanted data and system files. The next problem was that this created just less than 3 GB of free space. Time for a more aggressive approach!

My first thought was to have my friend install and run the TreeSizeFree utility which I had previously used to identify the "space hogs" on my own hard drive (see: Sizing up the hard drive). But first, I thought I would try using this on my current hard drive so as to be able to provide detailed how-to instructions.

The results of this process were to say the least interesting. Running the utility and selecting Drive C: as the target drive produced the listing shown in part in Figure 1. TreeSizeFree sorts the file folders by size. This readily identifies the largest folders that may be the best targets for rapid space recovery. The tree directory listing also allows folders to be expanded, to display their sub-folders and sizes, providing a means to drill down through the file system to identify unwanted items.

On my system, the Windows folder is listed first since the system files are the largest segment of this hard drive. (Most data files on my system reside in a separate disk partition that Windows sees as Drive D: and so these data files are not included in the current scan.) While Windows is the largest folder, it is unlikely that there is much free space to be gained from this source. This folder contains the operating system's files. Removing anything from this folder may well break the system in some manner, and identifying any unnecessary files in the underlying morass is way beyond my pay scale!
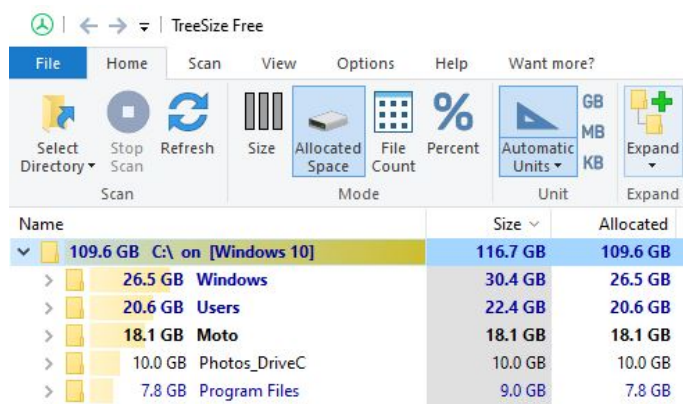

Figure 1. Partial output from a scan of Drive C:

The task is therefore to identify files and/or folders that are redundant and can be removed without affecting the computer's operation. For example, I can see on my current system that I have 18.1 GB of disk space in use for a folder named Moto, and a further 10.0 GB of space assigned to Photos_DriveC. Each of these folders is a temporary storage location for a series of backups of my smartphone's operating system, and copies of digital photographs, respectively. If I really needed the space, these folders could easily be transferred to an external USB drive. However, there are doubtless other areas of storage on the hard drive that are truly redundant and, using TreeSizeFree to drill down through the file system can readily identify such entities.
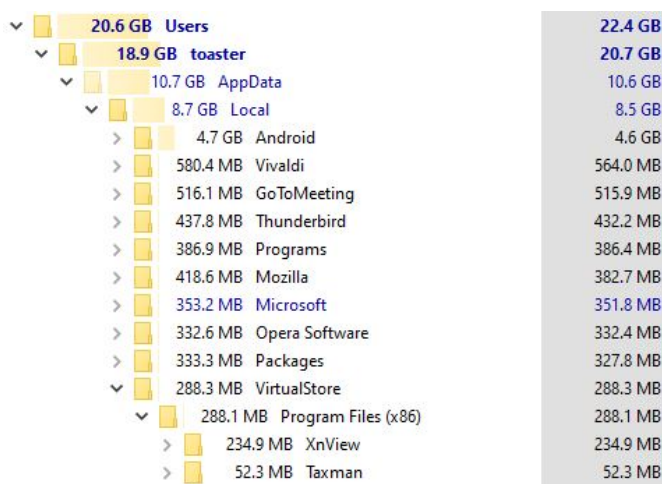

Figure 2. Contents of C:\Users\toaster\AppData\Local

For example, if we expand the C:\Users\toaster\AppData\Local folder, we can see (Figure 2) a number of large folders, each using more than half a gigabyte of disk space. Some of these are for applications, such as Vivaldi, GoToMeeting, and Thunderbird, that I use regularly. However, there are other folders that are associated with programs that were used, or simply tested, some time ago and are no longer required. One such folder is Android (4.7 GB) that is, presumably, part of Android Studio which I used to see how easy (or not!) it would be to develop Android apps. Similarly, other folders such as Mozilla (Firefox) and Opera Software are likely associated with web browsers that have since been superseded by the use of Vivaldi. However, rather than deleting these folders in the Users directory, the parent applications should first be uninstalled through Control Panel since this process might well also remove these storage locations.

Looking through the listing also identifies a folder of which I had no prior knowledge, namely C:\Users\toaster\AppData\Local\VirtualStore. The VirtualStore folder is using more than a quarter of a gigabyte of disk space and, in particular,

MS OFFICE TOOL TIPS

MS Office Tool Tips

PowerPoint "Slide Master" Part 4 (The How, wrap-up)
By Lawrence Patterson *lawrence@opcug.ca*

To summarize: in Part 1 we exposed "Slide Master" features; in Part 2 we took a look at an expert's overview; and then in Part 3 we completed a basic setup. Now we'll wrap up with an exploration of the available / suggested layouts that PowerPoint provides so as to allow you to properly leverage the "Side Master".

Remember, the old adage, "just because you can doesn't mean you should". As such, a layout should be used only if it helps you complete your task as efficiently as possible (making sure you use "KISS" where ever possible), "wows" your audience, and avoids wasting time (enough time will be spent getting your message across, don't complicate things).

1. Back to where we left off, we have two layouts, the "Title Slide Layout" and a "Blank Layout".

    Next, we're going to add in additional Layouts that'll provide guidelines for our various slides.

    (Reminder: in the previous lesson I removed the unneeded layouts. You can skip items 2 and 3 if working from a new file.)
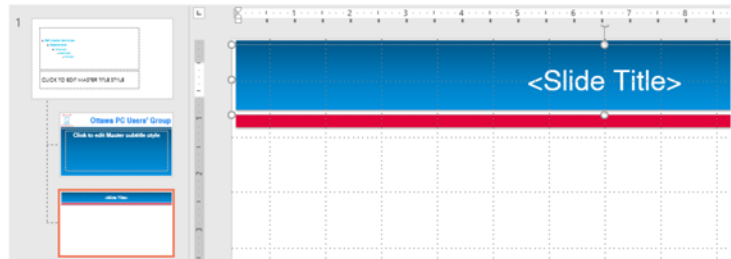
2. Open a blank PowerPoint document, then click on **View**, "Slide Master", which will expose the various layouts (the ones we deleted previously).

3. As per this screen shot, we're going to have the newly open blank presentation overlapping our previously saved presentation (both have to be open in "Slide Master" **View** for this to work). Next drag and drop the Layout from the blank presentation to our saved presentation.
    a. Note, you'll see that I have the "Tile and Content Layout" already moved over;
    b. Once I have the Layout(s) in place, I can then edit individual layouts (*see PowerPoint article Part 3)* as required.
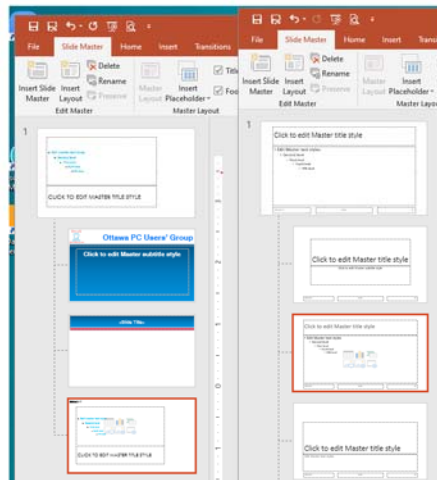
SlideMaster *(Continued from page 7)*

Let's now look at the various layouts and what they offer to our presentation.

Title Slide
- Used, typically, for the 1ˢᵗ / title slide for your presentation;
- Emphasis on presenting a heading-like overview;
- Note the bottom where there are 3 placeholders for date, footer information and slide #.

Click to edit Master title style

Click to edit Master subtitle style

Title and Content
- The typical / basic layout, slide title and content.

Click to edit Master title style

- Edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - Fifth level

Section Header
- For larger presentations, where you need to present chapters to your story / presentation;
- Recommend you spice up the layout a bit to have it emphasized your uniqueness.

Click to edit Master title style

Edit Master text styles
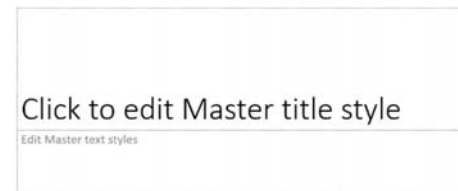
Two Content / Comparison
- Showing the Comparison layout (the "Two Content" is very similar, minus the "Edit Master text styles" row);
- Provides a comparative view of similar or opposing commentary;
- Important to keep wording at a minimum, otherwise you'll lose your audience in the clutter.

Click to edit Master title style

Edit Master text styles
- Edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - Fifth level

Edit Master text styles
- Edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - Fifth level

Content / Picture with Caption
- Showing the Content layout (**Picture** replaces the text placeholder with a picture placeholder);
- Provides a different style to the other layouts in that you're not using the page title;
- A layout that you would use sparingly, but to emphasize a statement (possibly at the end of a section).

Click to edit Master title style

Edit Master text styles

- Edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - Fifth level

Whatever layouts you decide to work with, take a little of the time to select the appropriate layouts that emphasize your brand, and create your unique presenting style.

Take care.

THROUGH THE LENS

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

Creating short depth of field with your computer   *by Lynda Buske*

A lens set to a wide aperture (low f-stop number) creates a shorter depth of field than when the lens is set to a narrow aperture (high f-stop number). A short depth of field softens or blurs objects nearer and further than objects at the point of sharp focus. If, for whatever reason, you don't get the effect you want while shooting (e.g., small sensor size, or forgot to set aperture), you can achieve it in post processing using photo editing software for your PC.

In the case of PhotoScape X (free software I demoed at the April 2019 OCPUG meeting), make sure you are on the *Editor* tab. On the toolbar, click *Edit*. In the *Adjustments* section choose *Blur*. It will automatically blur your photo to a certain extent but you can increase or decrease this effect by changing the value for *Radius* (see 1). Click on *Mask* (see 2), choose a brush size using the slider bar (see 3) and paint (left click and drag) the area of your photo you wish to blur. Alternatively, you can paint the area you wish to keep in sharp focus and then click on *Invert mask* (see 4). If you make a booble while painting to an edge, you can change the brush from plus (see 5) to minus (see 6) and redraw your edge. Just remember to click back to the plus brush to continue your masking. Final step is to hit *Apply* and then *Save* or *Save As*.
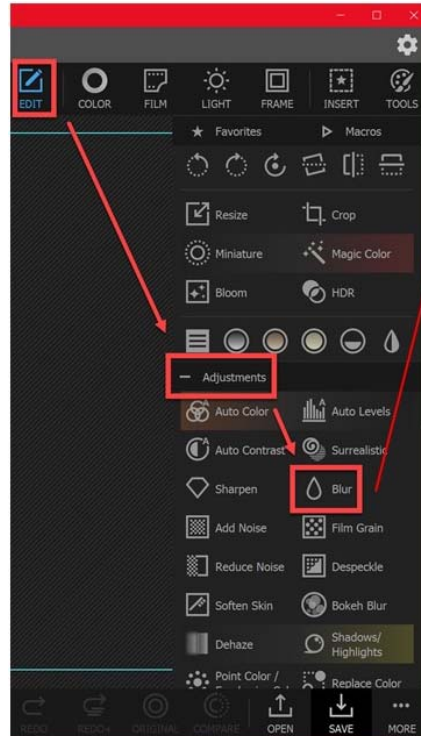
Editor tab: *Edit > Adjustments > Blur*
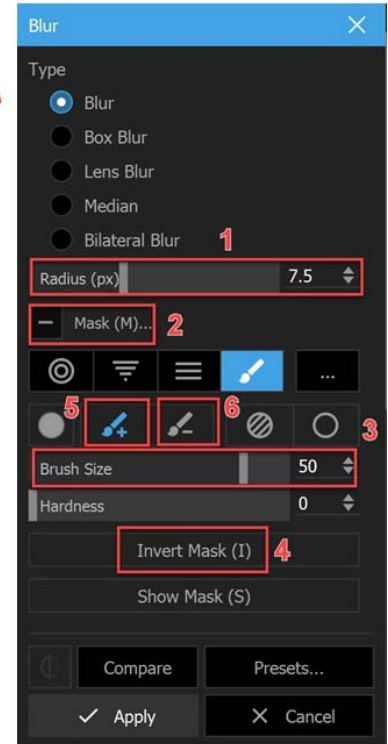
Blur controls: *Radius(1), Mask(2), Slider bar(3), Invert Mask(4), Brush: plus(5) or minus(6)*

Keep in mind that you are adding a single degree of blur. When a short depth of field is created in-camera, objects close to the point of focus will be sharper than objects further from the point of focus. Blurring in photo editing looks more realistic when the objects being blurred are at a similar distance from the in-focus object, such as in the example shown.

In addition to the blur, it is sometime nice to add a black vignette to draw the eye towards the subject. You can find this under Edit/Adjustments/Vignette. You can adjust the size and intensity of the vignette.
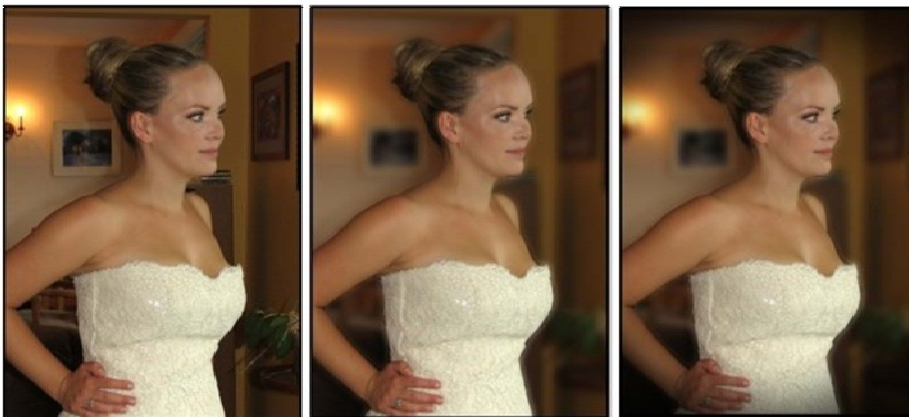
Free tutoring in photo editing by Lynda Buske

For anybody interested, I'm offering free one-on-one training in photo editing. The first part is a one hour demo using Zoom so I can illustrate the features of the free PhotoScape X software. The second part would involve me siting your personal computer (must be Windows 10) and working with you on your photo projects for an hour or so. Contact me at lbuske@sympatico.ca.

*Lynda regularly gives presentations for the OCPUG at the **Ottawa Public Library** (https://opcug.ca/opl-presentations/). This article is also in PDF format on the OPCUG website (https://opcug.ca/digital-photography/).*

You spoke and we listened!

Thank you to our members who participated in the recent club survey and provided much needed feedback. The results were very informative. Your comments were especially helpful in telling us where we are doing well and where we can improve. Here are answers to your questions, and issues we've addressed.

What are the benefits of joining OPCUG Google Groups? The OPCUG Google Groups have replaced the functions of **The Pub** from the old website. They allow members to: 1) receive notifications by email of meetings and special announcements; 2) receive the newsletter by email every month, and; 3) discuss ideas and problems in a members-only forum.

Many of you find the instructions for joining Google Groups too complex, so we now offer an easy way to subscribe to each service by simply sending an email. That's right - just an email and you don't even have to create a Google Gmail account. Using any email address to which you want to receive these services:

1) subscribe to OPCUG-**Announcements** by sending an email to;
   opcug-announcements+subscribe@googlegroups.com

2) subscribe to OPCUG-**Newsletter** by sending an email to;
   opcug-newsletter+subscribe@googlegroups.com

3) subscribe to OPCUG-**Member-Forum** by sending an email to;
   opcug-member-forum+subscribe@googlegroups.com

(There is no need for any text in the subject or body of the email.)

And Voilà! Now you will receive the next announcement, newsletter, or current forum discussions, by email. For those who prefer accessing Google Groups via a web browser, the complete instructions are still on our Google Groups How-To page.

Did you know that you can get the newsletter at our website? The most recent issue is always on Home page at https://opcug.ca/ and back issues at https://opcug.ca/newsletters/. If you decide later that you want to receive the monthly newsletter by email, the subscription email is on the back page of every issue.

All scheduled meetings are posted on our website Home page under Upcoming Events. Because COVID-19 has pushed our various events online, we are posting not only the regular monthly meetings, but also the new weekly Q&A meetings, and a few formerly cancelled OPL presentations that are now scheduled as webinars. Check it out at https://opcug.ca/#upcoming (you will need to click on the **LOAD MORE** button to see them all). The OPL webinars are also posted at https://opcug.ca/opl-presentations/.

We also streamlined the website content and darkened the text. The **NEXT EVENT** link now brings you directly to the next meeting details. The "decorative" lines underneath some text were removed to provide a cleaner look. And the **CALL FOR PRESENTA-TIONS** text box was moved from Home page to the more fitting Recent Presentations (where you will also find links to the monthly presentation decks).

For those who like to read the newsletter on their smart phone, page-wide single-column articles will be fewer. Articles will be laid out in two or three columns as much as possible (where space and graphics permit) so that the text can be read more easily on a smaller screen.

The Board is also considering your suggestions for topics and speakers. We always welcome ideas that will keep you coming to our meetings.

If you have further questions or ideas, these can be directed to the appropriate entity at https://opcug.ca/contact/

Thank you for your support.

QUICK TIPS

by Chris Taylor

Quick Tip 02: Pin programs to the taskbar

There are so many ways to launch programs in Windows. Click a tile in the Start menu, double-click a desktop shortcut, double-click a document associated with a program, press the *Windows* key and type in the name of the program, etc.

Why click multiple times or type in things. I like to pin frequently used programs to the taskbar, where they can be launched with a single-click.

Start by running a program. Right-click the program's icon on the taskbar and choose *Pin to taskbar*. It will stay on the taskbar even when the program is closed. Single-click the icon to launch the program. If you no longer want it permanently on your taskbar, right-click it and choose *Unpin from taskbar*.

Quick Tip 03: Two-key program launch

In Quick Tip 02, I showed how programs pinned to the taskbar can be launched with a single click. We can make it even easier.

Get your most frequently-used programs pinned to the taskbar and then click and drag to place them in order at the left edge of the taskbar.

To launch programs, hold down the *Windows* key and press the number key corresponding with the placement of the program you want. If the third icon from the left is for Google Chrome, you can launch Chrome by pressing *Windows 3*.

OPCUG Free Software Guide—Part 100!

Compiled by Alan German

Regular readers will note that we have reached a significant milestone in this guide to free software packages – the 100th issue! Some of you may be disappointed (and others not!) to learn that this will also be the last offering in the series.

The fact is that, these days, there is a paucity of new freeware packages being developed for the PC. Perhaps all the young programmers are busy producing 99¢ Android apps. In any case, it's getting much harder to find unique software packages to include in the guide so I think it's time to call it a day for listings of free and open-source software, at least in this format.

But, we have had a good run. The first issue of the guide was published in the December, 2008 newsletter so the listings have spanned 12 years!

For the most part, there has been a determined effort to only include unique software packages in the guide. In consequence, a total of 799 individual programs have been listed.

Since we seem to be missing one listing to make a nice round number, here's the link to No. 800! http://play.threesgame.com

And, while you might think that we have published 100 pages of software listings, this is actually a little shy of the actual number, We also published four more pages in two special editions of Android software for smartphones and tablets (May, 2015 and 2017) that weren't officially counted as parts of the guide.

A number of club members have contributed listings of their favourite free programs so I gratefully acknowledge the following individuals as co-compilers of the guide (multiple contributions in parentheses):

Andrew Webber	Micheline Johnson (8)
Bill Bradwin (8)	Mike McClemens
Brice Wightman	Orion Clark
Chris Taylor (20)	Stewart Bruce
Dunc Petrie (4)	Wayne Houston
Jeff Dubois (17)	

And, finally, to round out the free software guide, here are a few of my particular favourite applications. These are programs that have versions for both Windows and Linux, and are packages that I use on a daily basis.

LibreOffice
An open-source office suite that acts as a fully-featured replacement for Microsoft Office. Modules include Writer (word processor), Calc (spreadsheet), Impress (presentation manager), and Base (database). By default, the programs use open-document format (e.g. ODT) but will also read and write Microsoft files (e.g. DOC and DOCX).
Current Release: Version 6.4.2
Web Site: https://www.libreoffice.org

Vivaldi
A modern, tabbed web browser that is highly customizable. A wide range of add-ons is available from the Chrome Web Store.
Current Release: Version 2.1.1
Web Site: https://vivaldi.com

Thunderbird
An E-mail client from the Mozilla Foundation that supports IMAP and POP, multiple accounts, message folders and filters. Read and write E-mail messages on your personal ISP account and on the OPCUG-Member-Forum using the same application.
Current Release: Version 68.6.0
Web Site: https://www.thunderbird.net

FreeFileSync
An open-source file and folder synchronization utility. Easily backup all the files and folders on a disk, or restrict file transfer to a specific disk partition or a range of folders.
Current Release: Version 10.22
Web Site: https://freefilesync.org

And, that brings the **OPCUG Free Software Guide** to a close. I hope that you found some of the software listed to be of use.

Safer web browsing *(Continued from page 1)*

 jsoff (https://github.com/t32k/jsoff) is an extension for Chrome that allows you to toggle JavaScript on or off with a single click. Alan reported on jsoff in the March, 2016 newsletter (https://opcug.ca/Articles/ 1603.pdf). Warning: Many non-malicious web sites use JavaScript. jsoff can radically alter the way web pages look.

 The Web of Trust (https://www.mywot.com/) extension for Chrome, Firefox, and Opera gives a reputation rating for sites you visit, which is based on user ratings. They claim over 6 million users and ratings on over 56 million websites.

 Microsoft has the SmartScreen Filter built into Windows 10 and Edge which can block known malicious sites, watch for suspicious characteristics of web sites, and block access to malicious files you download.

Microsoft also has the Windows Defender Browser Protection for Chrome (https://browserprotection.microsoft.com) that can protect you from phishing and malicious websites.

 Google's Suspicious Site Reporter (https://github.com/chromium/suspicious-site-reporter) is a Chrome extension that allows you report any suspicious site to Google for investigation. As well, it can warn you when you are on a potentially dangerous site and provide you with information as to why the site is considered dangerous.

The Chrome Store is a very rich source of browser extensions. Any browser built on the Chromium engine can use extensions from the Chrome web store. This includes Chrome, Opera, and the upcoming Chromium-based Edge browser which is in beta as of my writing this.

It is worth noting that most of these extensions can alter the display of web pages you access. After all, they are trying to protect your computer from malicious traffic. In particular, extensions that disable JavaScript, Flash, or Java, such as NoScript and jsoff, can result in missing parts of web pages or even totally blank pages. Just try browsing HollandAmerica.com with JavaScript disabled!

If you think an extension has removed needed content from a site you trust, you can temporarily disable the extension. Some extensions, such as NoScript, allow you to flag trusted sites and the browser will deliver content normally from them.

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Deep Dive... *(Continued from page 6)*

the sub-folder Program Files (x86)\XnView (234.9 MB) is responsible for almost all of this disk usage.

I installed the XnView image viewer quite some time ago solely to test the software prior to installing it on a friend's machine. The full listing of the TreeSizeFree output shows the date on which the VirtualStore\XnView folder was last modified as September, 2018. Furthermore, the XnView application is no longer installed on the computer. (Note - This means that uninstalling software is no guarantee that all the associated disk space will be recovered!) So, clearly, the VirtualStore\XnView folder is surplus to requirements. Right-clicking on the folder in the TreeSizeFree listing brings up a context menu that includes an option to delete the folder and free up almost 0.3 GB of disk space. It should be noted; however, that this is done most efficiently when logged into an administrator's account since the deleted files are stored in the administrator's recycle bin which must be cleared to actually reclaim the disk space.

The question remains just what is the VirtualStore folder used for. Postings on the web indicate that this folder is a throwback to Windows Vista! Some legacy applications were unable to run with administrative rights to store files in protected areas of the disk such as C:\Windows. In consequence, these system areas were "virtualized" and the programs allowed to save files in the VirtualStore folder.

Unfortunately, while some such legacy programs write files to the VirtualStore folder, they don't all remove these files when the programs are uninstalled. However, TreeSizeFree can at least be used to identify candidate files and folders for deletion. Just be sure that if you are going to delete files and folders from this directory that you aren't going to break some application by doing so. Did I mention that full system backups are a good thing?

Bottom Line

TreeSizeFree (Freeware)
Version 4.4.1.512
jamSoftware
https://www.jam-software.com/treesize_free

OTTAWA PC NEWS

Ottawa PC News is the newsletter of the Ottawa PC Users' Group (OPCUG), and is published monthly except in July and August. The opinions expressed in this newsletter may not necessarily represent the views of the club or its members.

Member participation is encouraged. If you would like to contribute an article to Ottawa PC News, please submit it to the newsletter editor (contact info below). Deadline for submissions is three Sundays before the next General Meeting.

To receive the monthly newsletter by email, send an email to:
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You do **not** need to create a Gmail or Google Groups account.

To subscribe to other OPCUG Google Groups member services, go to:
https://opcug.ca/google-groups-how-to/

Group Meetings

OPCUG meets on the second Wednesday in the month, except July and August, at the Riverside United Church, 3191 Riverside Drive, Ottawa. Parking is free at the church. OCTranspo bus #90 stops nearby. Details at https://opcug.ca/venue/.

Meetings are 7:30–9:00 p.m. followed by a Q&A Session until 10 p.m.

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Reduce, Reuse, Recycle

Bring your old computer books, software, hardware, and paraphernalia you want to GIVE AWAY to the General Meetings, and leave them at the table near the auditorium's entrance. Please limit magazines to publication dates under two years.

You may TAKE AWAY any items of use to you.

Any items left over at the end of the meeting have to be taken back home by those who brought them in.