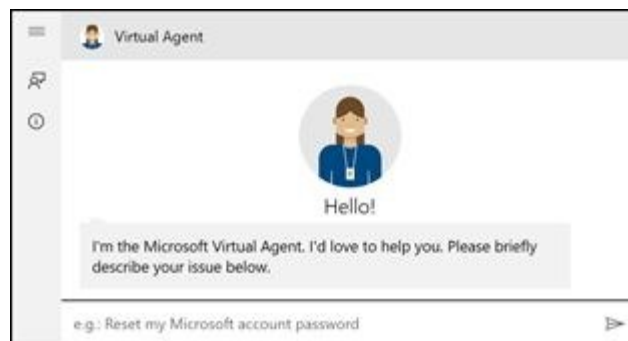## ARTICLE

# Getting help from Microsoft   *by Chris Taylor*

**M**any of the configuration screens in Windows 10's *Settings* app include a link to *Learn more*. Click it and you get a web page with further information about that particular setting.
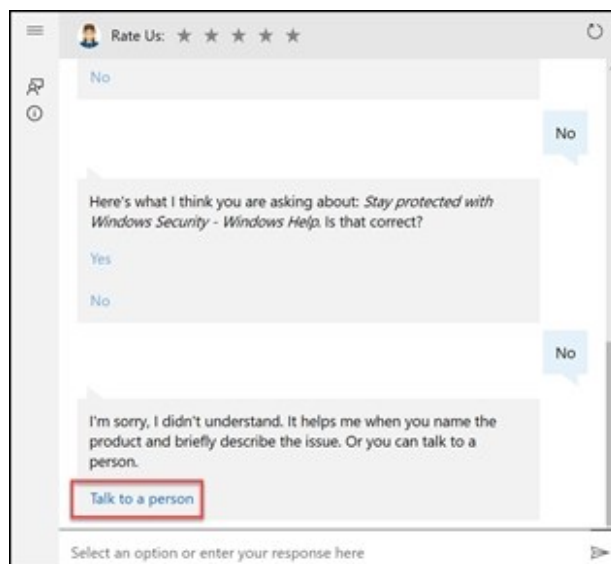
I recently noticed a *Get help* link on a *Windows Security* screen for *Controlled Folder Access.* I was in the midst of writing an update article on this feature and needed some background information, so I clicked the link.

A *Virtual Agent* window opened where I was prompted to describe my issue.

I typed; *To use Controlled Folder Access, do I need to be using Windows Defender as my real-time anti-virus?* I was given some automated suggestions that might resolve my issue. None of them helped. Then I was presented with a link to *Talk to a person*.

OMG! I was going to be able to connect with a real person???

I clicked it and was given some options including getting a call-back (sweet!) or asking the community (which will load the web page for Microsoft's community.windows.com forum. I chose the option *Message a Windows Advisor*. A chat window told me *Your current position in line is: 592*. I figured I might hear from someone by next Wednesday but decided to leave the window open while I did other things. Surprisingly, in less than 5 minutes, "Saravanan" joined the chat. He promptly answered my question and gave me a link to a very useful article at docs.microsoft.com that has a wealth of current information about using *Controlled Folder Access*.

### Inside this issue:

## Next Meeting: WEDNESDAY, February 10th, 2021

# Next Meeting

**Wednesday, February 10th, 2021**

As has been the case since the onset of COVID-19, this meeting will be via **Zoom video conference** (connection details below).

Our AGM will precede the presentation and will take about 15 minutes.

**Topic**: Microcontrollers and the Internet of Things
**Speaker**: Deid Reimer, Victoria Pi Makers

We are welcoming back Deid, as he joins us from our warmer Canadian west coast. He will expand on his September Raspberry Pi presentation by connecting additional inexpensive and small computers to fulfill every geek's Internet of Things (IoT) dreams.

Deid will show us a variety of practical uses and give us a glimpse of the programming / setup involved in the electronic monitoring of his deck, pond, green house and kiln, along with utilizing cameras to keep track of it all.

His presentation on microcontrollers will describe a few microcontrollers, and will focus on the Espressif Systems ESP8266 and ESP32 with examples.

The Zoom link will be live at 7:20 pm.
Join us at https://tinyurl.com/opcug-meeting

The above link includes the meeting ID and password. However, if you are ever prompted for the information, use:

Meeting ID: **924 9556 0898**
Password: **opcug**

Instructions for using Zoom are provided here:
https://opcug.ca/wp-content/uploads/Zoom-instructionsv3.pdf

There will be a Q&A session after the regular meeting at approximately 9 pm and on the same video conference. Everyone is welcome to attend Q&A sessions and to ask questions about their specific computer-related problems.

# Coming Up…

March 10th
Keeping Passwords Safe (Chris Taylor, OPCUG)

We are told: don't write down passwords; don't reuse passwords; make passwords long and complex. Once you get beyond half a dozen or so logon IDs, it becomes impossible to keep them all in your head. Chris Taylor will show how to use free software that stores all your usernames and passwords along with related information and protects them with a single, very strong password.

April 14th
Sharing Photos (Lynda Buske, OPCUG)

This lecture will show you how to put your pictures up on line so they can be viewed by friends and family. See how to set up a shared site at Shutterfly.com with unlimited, FREE storage and how to customize your site. Learn how to add and organize both photos and albums and how to enable people to make comments. Learn why and how to reduce the resolution of images if you are emailing them, using a cloud service like Dropbox to share photos, etc.

May 12th
Typography (Chris Taylor, OPCUG)

Typography—the art and technique of arranging type—has been around for thousands of years and is constantly evolving. Good typography makes it easy to read and can be eye-catching. Bad typography can be distracting and hard to read. Chris will outline the somewhat arcane terminology used. He will discuss some of the historical significances of type.

*(click on the meeting titles for more details)*

***All scheduled events, including regular monthly meetings, weekly Q&A sessions, and OPCUG@OPL presentations, are posted on our website at https://opcug.ca/. All events are via video conference until further notice.***

| 2021 CALENDAR | | |
|---|---|---|
| **Meetings** | **Date** | **Time and Venue** |
| Regular Monthly Meeting | Wednesday, February 10th | 7:30 pm via Zoom video conference: **https://tinyurl.com/opcug-meeting** To see all scheduled events, visit https://opcug.ca/. |
| Q&A Session | Wednesday, February 10th | Immediately following the Regular Monthly Meeting. (approx. 9 pm) on the same video conference. |
| Beer BOF (Wing SIG East) | Wednesday, February 10th | Enjoy a cold brew or other beverage in the comfort of your home during the video conference. |

# 2020 PRESIDENT'S REPORT

What a different year…

Our meetings in January through March went normally, with presentations by Vanessa Menor from the Ottawa Public Library on their Imagine Space for creators, and presentations by Alan and Chris on programming and scripting.

…and then the pandemic hit. We quickly scrambled to go virtual. Technology came to our rescue in the form of video-conferencing with a Zoom Pro account belonging to Lawrence's employer. When it proved successful, we purchased our own Zoom Pro account.

Through the remainder of 2020, thanks to Alan, Lawrence, Bob, Rob Villeneuve (Rebel.com), and Deid Reimer (Victoria Pi Makers), we had very informative meetings on finding duplicate files, computer scams, online shopping, Chromebooks, website design, Raspberry Pi, Android phones, how computers were used in World War II, and the vagaries of WiFi.

Thanks to the ease of having virtual meetings, Alan came up with the idea of weekly Q&A sessions. Chris readily agreed to Alan's request for help with hosting. Weekly Q&As started April 29th and have been a great success, with typical attendance in the low-to-mid 30s. We plan to continue them as long as interest remains.

The board thought that the Group's web site, while functional, looked dated and old fashioned. We contracted Rebel.com to come up with a modern design and launched the new site on Rebel's infrastructure in March.

With the valuable guidance of Lynda, a membership survey was launched in April to find out what members wanted from the OPCUG. Results of the survey were published in the June issue of the newsletter.

Brigitte continued to publish great monthly newsletters. Joining regular contributors Alan and Chris, Andrew Petrovic wrote an informative article on how to use Windows Sandbox. And we have not one, but two new monthly contributors. Lynda pens *Through the lens* for photographers. Lawrence began with *MS Office tool tips* which morphed into *Lawrence's thoughts* on a variety of topics.

Our long-running presentations at the Ottawa Public Library continued, albeit virtually and at much lower frequency due to logistics at the library.

Thanks very much for the contributions of the members of the Board of Directors, Mark Cayer (membership), Richard Aylesworth (financial review), Bob Herres (election chair), all who help ensure that the OPCUG runs as smoothly as possible, and all members.

*Chris Taylor*
*OPCUG President*

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**Help from Microsoft**   *(Continued from page 1)*

Kudos to Microsoft for providing a means of getting online help from a real person. I asked Saravanan how long the *Get help* feature had been available and was told it was there since Windows 10 was released! I am a little red-faced that I didn't already know about this!

You don't even have to find a *Get help* link on a Windows *Settings* page. *Get help* is right on your Start menu!

Oh, and for the record, if you want to use Controlled Folder Access in Windows 10, you need to be using Windows Defender as your on-access anti-virus.

◆◆◆

# 2020 TREASURER'S REPORT

As indicated in the balance sheet shown below, the club had a surplus of $436.93 in fiscal year 2020, and retained total capital assets of $17,809.28, placing us in a sound financial situation going forward.

| ASSETS | | |
|---|---|---|
| **Current Assets** | | |
| 1000 Cash | | 1,290.23 |
| 1100 Investment Account (Tangerine) | | 16,354.57 |
| 1200 Membership Float | | 40.00 |
| 1210 Petty Cash Float | | 2.80 |
| 1300 PayPal Account | | 121.68 |
| | Total Assets | 17,809.28 |
| **LIABILITIES AND OWNER EQUITY** | | |
| **Owner Equity** | | |
| OPCUG, Capital December 31, 2019 | | 17372.35 |
| Total revenue | 1,318.06 | |
| Total expense | 881.13 | |
| Net income | | 436.93 |
| **OPCUG, Capital December 31, 2020** | | 17,809.28 |

**Balance Sheet and Income Statement for 2020**

| Revenue | | | |
|---|---|---|---|
| 2100 | Bank Interest (Tangerine) | 214.81 | |
| 2200 | Membership Income | 1,040.00 | |
| 2300 | Raffle Income | 0.00 | |
| 2400 | Merchandise Income | 0.00 | |
| 2500 | Workshop Income | 0.00 | |
| 2900 | Miscellaneous Income | 0.00 | |
| 2910 | Donation Income | 0.00 | |
| 2920 | Coffee Income | 63.25 | |
| | **Total revenue** | | 1,318.06 |
| **Expenses** | | | |
| 3100 | Internet Expense | 71.86 | |
| 3200 | Newsletter Expense | 0.00 | |
| 3300 | Office Supplies Expense | 88.94 | |
| 3400 | Bank Charges (TDCT) | 59.40 | |
| 3500 | Barbecue Expense | 0.00 | |
| 3600 | Meeting Expense | 230.80 | |
| 3700 | Workshop Expense | 0.00 | |
| 3800 | Merchandise Expense | 0.00 | |
| 3900 | Miscellaneous Expense | 156.00 | |
| 3910 | Donation Expense | 0.00 | |
| 3920 | Membership Expense | 23.76 | |
| 3930 | Raffle Expense | 0.00 | |
| 3940 | Door Prize Expense | 90.35 | |
| 3950 | Coffee Expense | 160.02 | |
| | **Total expenses** | | 881.13 |
| | **Net income** | | 436.93 |

The year was, of course, dominated by the consequences of the Covid-19 pandemic. Related restrictions meant that we were unable to hold in-person meetings for much of the year. This meant that we had no expenses for the facility rental with the church during the current fiscal year. These savings in meeting expenses were, however, offset slightly by the purchase of a Zoom account to facilitate our meetings over video conferences. The cost for the Zoom account was leveraged by using this service, not only for our regular monthly meetings, but also for weekly Q&A sessions throughout much of the year.

Membership income was also reduced substantially, largely due to the Board's decision to suspend membership fees for existing members as of March 31, 2020. Membership fees received in the first quarter were supplemented to some extent by new memberships resulting from individuals attending club presentations given in partnership with the library, and attendees at our Q&A sessions.

As a result of our holding meetings as video conferences, and due to the fact that several meetings had members of the Board of Directors act as speakers, many expense categories exhibited reduced levels of spending as compared to prior years. The net result of the reductions in both income and expenses was that the club realized a surplus ($436.93) for the year as a whole.

*Alan German*
*OPCUG Treasurer*

# Lawrence's Thoughts

## Raspberry Pi, a beginner hobbyist's take, Part 1

By Lawrence Patterson
lawrence@opcug.ca

When Deid Reimer presented to us back in September on how he utilized Raspberry Pi to fulfill a number of tasks, I was bitten by the bug. But the bug, in my case, had to be something that was fun (at the level of how a kid enjoys doing things "just because") and expand my knowledge on how things work, while allowing me to take a break from my IT professorial tasks.

As such, my hobbyist's journey started with an idea. Take some relatively simple plastic model kits of the original Star Trek 60's TV show, use my limited craftsman skills (there's a reason I gravitated to IT and not wood carving), insert lights, and have those lights managed on the Raspberry Pi so as to tell a story using fixed placed models on a wall, hopefully with sound that'll represent a space battle of sorts.

Now that you have my vision at hand, lets concentrate on the Raspberry Pi, along with an electronic hobbyist kit, to see what I've done so far.
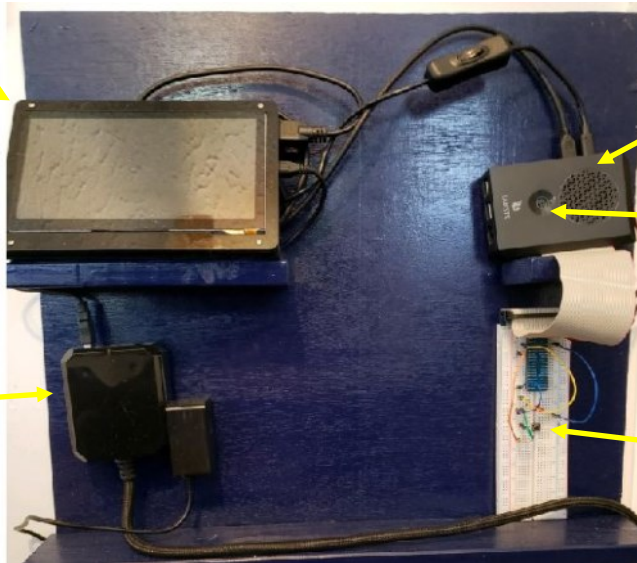
Longrunner Raspberry Pi Touch Screen; **$79.99**

LABISTS Raspberry Pi 4 Starter kit, 4 GB Ram, 64 GB Micro SD card, 5 A Power supply with on-off switch; **$142.99**

Raspberry Pi 4 Camera Module; **$44.99**

NOMA 2-Outlet Power Block with 4-USB Ports; **$29.99**

Freenove Ultimate Starter Kit; **$59.95**

-this kit comes with 223 items and is backed up with an online Raspberry PI manual (great for any electronic novice)

All of the above came to ; **$404.44** (incl. taxes)

Not including the board (ok, so I can use a table saw and keep my fingers, so there's that non IT talent), what I started with was the following:

- Labists Starter Kit for Raspberry Pi4 - 4 GB + 32 GB Micro SD
- Noir Camera Module V2
- Electronic hobbyist kit
- SC7BC Longruner Raspberry Pi Touch Screen with Holder, 7 Inc

Now you'd think the screen would be the easiest to put together, and though there isn't much to it, the most time consuming issue was hours spent carefully removing the label-like paper substance (you know, like the clear plastic that normally is easy to peel off) from every single plastic piece (yes, there was a couple of "You Got To Be Kidding" statements). Then once that was done, it was the usual trying to follow instructions that weren't quite right. And Longrunner's main product isn't screens (forgotten what it is and their site is down as I write this).
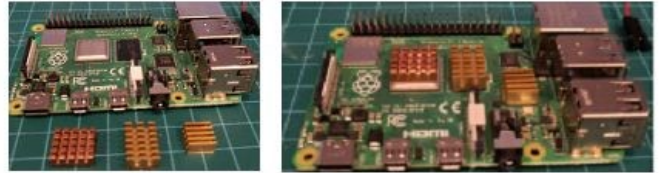
On to the Raspberry Pi, with the pictures pretty much telling the whole story (the provided instructions were easy to follow).
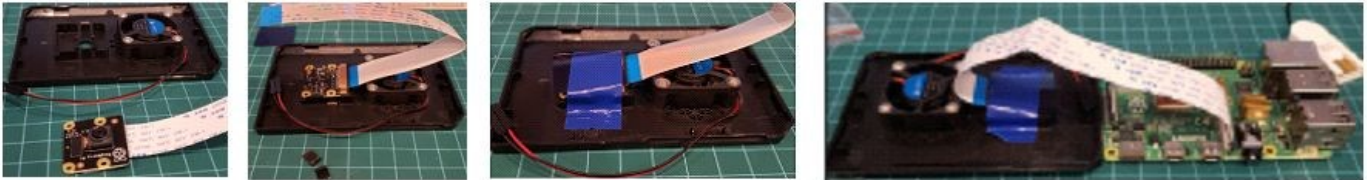
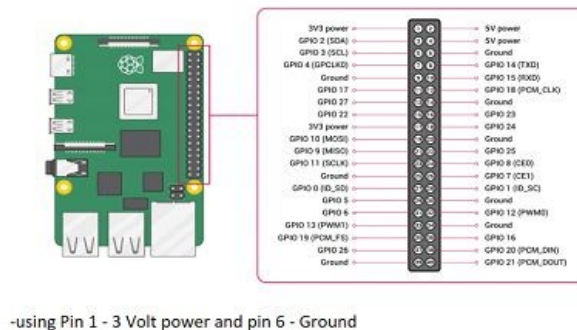The components all laid out.

Putting the heat sinks in place.



Mounting the fan (note I have it plugged into the bread board now).



Mounting the camera was my only folly (see the 2nd picture from the left); I couldn't align the camera with the 2 plastic pieces in place, as such, they were removed and tape was used to keep the camera somewhat in place (still a work in progress).



At this point it's a matter of patience, following the instructions and steady hands (oh, don't forget the patience part).



-using Pin 1 - 3 Volt power and pin 6 - Ground

Once installed, used the supplied SD card (which had the PI Operating System installed), followed the boot up instructions,



At this stage, I've booted it up, set it up on my WiFi, checked out the built in Chromium browser, mounted it so that it utilizes the Freenove electronic kit - breadboard, and have utilized the first couple of programs to turn a diode on and off (I know, exciting stuff).

Will keep you posted as I utilize more of the Raspberry Pi capabilities along with the Freenove electronic lessons and parts.

Take care.

# THROUGH THE LENS

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

## Dive into underwater cameras!

*by Lynda Buske*



When we think of underwater cameras we picture someone scuba diving around a shipwreck or swimming with the fishes on a reef. The two pictures at right are some interesting shots Chris got while snorkeling down south using his pocket size underwater camera.



But even if you are not into scuba diving or snorkeling, there are other environments where underwater cameras work well; essentially any place that is wet or at risk of being wet. This would include being on a sailboat, canoe, in the rain, or poolside. I like being able to take shots while I'm in the pool or place the camera just at the water surface and shoot up from there (see examples below).

**Underwater cameras** *(Continued from page 7)*

As with other types of cameras, there is a wide range of costs and weights and capabilities with respect to water depth. The most popular cameras vary in price from about $100 to $600 and some, like the GoPro series, are hands free with mounts or straps available.



Leadedge $70
131 ft
20 MP



Fuji XP $179
82 ft
16 MP



Olympus TG6 $480
50 ft
12 MP



Nikon Coolpix $500
100 ft
16 MP



Go Pro Hero9 $529
30 ft
20 MP



Go Pro Max $600
16 ft
18 MP

Photos taken with an underwater camera typically benefit from some post processing on your computer as they tend to be low contrast or reflect cloudiness in the water. I use a dehaze tool or add contrast to bring out the details and make the colours pop!

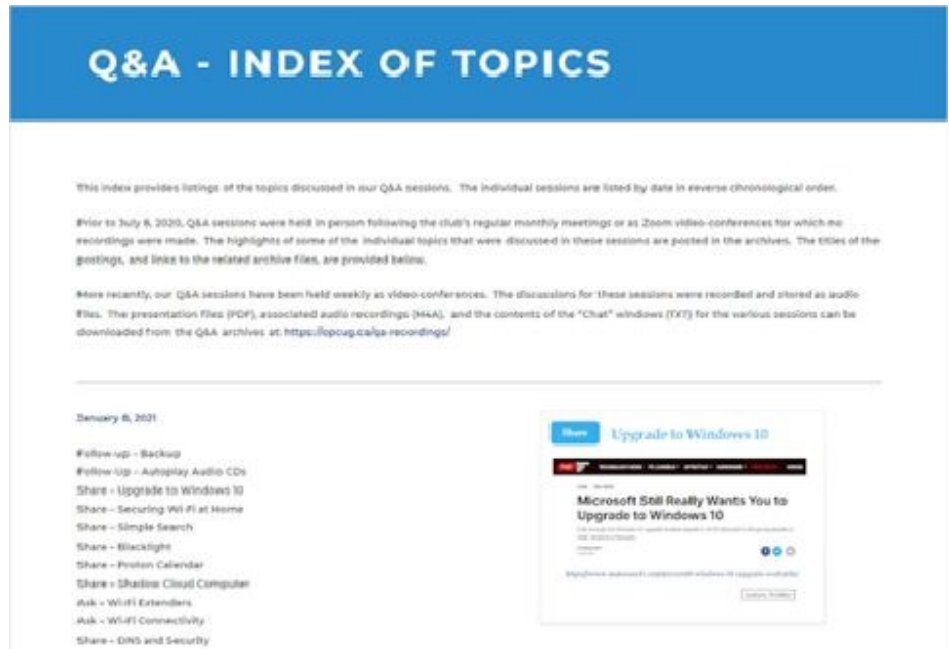For an up-to-date buyers guide for underwater cameras, see link below at DPReview.
https://www.dpreview.com/reviews/buying-guide-best-waterproof-cameras

*Lynda regularly gives presentations for the OPCUG 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/).*

# Q&A Session Archives   *by Alan German*

For many years, OPCUG has held question-and-answer (Q&A) sessions as part of its regular series of monthly meetings.  In 2016, we started posting some of the highlights of these sessions to our web site.  Similar posts on individual topics were made through June, 2020.  After this time, we began making audio recordings (M4A files) of the sessions, these audio files being linked to the PowerPoint presentations (stored as PDF files), and the contents of the live-Chat windows (stored as TXT files), for the various Q&A sessions.
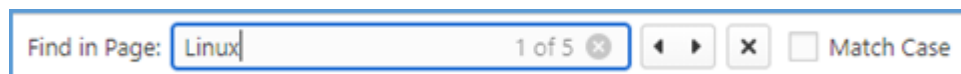
In order to provide a ready mechanism for users to identify items of interest that have been included in the presentations and discussions over the entire series of Q&A sessions, an index of topics has been posted to the web site (https://opcug.ca/qa-topics/).

Typically, the topics will be searchable through the regular search box on our home page.  An alternative technique, when browsing the qa-topics page is to use the Ctrl-F keyboard shortcut which will activate an in-line search on the contents of that page.  Simply enter a word or phrase of interest and the browser will return any associated hits.

**Google search box on OPCUG's home page**

**Search box with Ctrl-F keyboard shortcut**

# CHRIS TAYLOR'S QUICK TIPS
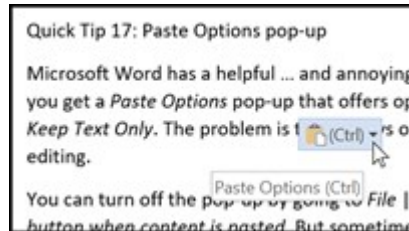
**Quick Tip 16**: Always show file extensions

Windows hides file extensions for registered file types, such as Acrobat documents (*.pdf) and programs (*.exe). Attackers can trick you into thinking their program – designed to compromise your computer – is a benign document such as a PDF file. They might send you a file called *SafetyAlert.pdf.exe*. Windows will hide the registered file extension (.exe) and Windows will show the file as *SafetyAlert.pdf*. The attacker can even give their malicious program the icon for Acrobat to further try to trick you.

To guard against this, force Windows to always show file extensions. Run File Explorer. On the *View* tab, ensure *File name extensions* is checked. Then, the attacker's exploit program will be displayed as *SafetyAlert.pdf.exe*. This tells you two things at a glance;
1. It is a program (.exe), not a document.
2. Someone is trying to trick you. There are few legitimate reasons to name a file with double file extensions.

**Quick Tip 17**: Paste Options pop-up

Microsoft Word has a helpful … and annoying behaviour. When you paste content within a document, the *Paste Options* pop-up offers options to *Keep Source Formatting*, *Merge Formatting*, or *Keep Text Only*. It stays on screen, obscuring underlying text, even as you continue editing.

Quick Tip 17: Paste Options pop-up

Microsoft Word has a helpful … and annoying
you get a *Paste Options* pop-up that offers op
*Keep Text Only*. The problem is t ☐ (Ctrl) rs or
editing.

Paste Options (Ctrl)

You can turn off the pop-up by going to File |
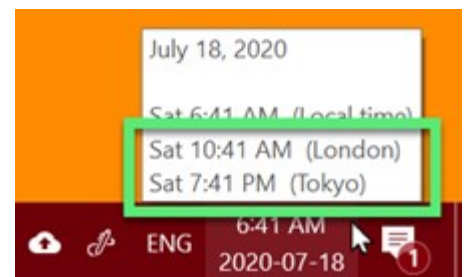button when content is pasted. But sometime

You can turn off the pop-up by going to *File | Options | Advanced* and deselect *Show Paste Options button when content is pasted*. But sometimes the Paste Options button is useful, so I don't want to disable it completely.

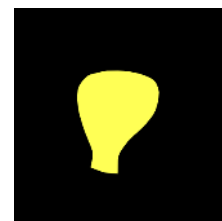A better way to deal with it is to simply hit the Esc key to close the *Paste Options* button.

**Quick Tip 19**: Additional clocks

If you frequently want to know the time in another part of the world, you can easily add one or two additional clocks in the System Tray in the bottom-right of the screen.
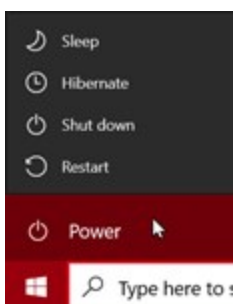
Right-click on the clock in the System Tray and choose *Adjust date/time* to get to the right place in *Settings*. In the right pane click *Add clocks for different time zones*. Select *Show this clock*, choose a time zone and name the clock. Hover the mouse over the clock in the system tray

July 18, 2020
Sat 6:41 AM (Local time)
Sat 10:41 AM (London)
Sat 7:41 PM (Tokyo)
☁ ⌘ ENG 6:41 AM 2020-07-18

Or left-click the clock in the system tray

6:43:06 AM
July 18, 2020
London 10:43 AM Today
Tokyo 7:43 PM Today
July, 2020
Su Mo Tu We Th Fr Sa
28 29 30 1 2 3 4

**Quick Tip 18**: Shutdown options

☽ Sleep
🕐 Hibernate
⏻ Shut down
↻ Restart
⏻ Power
⊞ Type here to

If you click *Start | Power*, you will see options for *Sleep*, *Hibernate*, *Shut down*, and *Restart*.

If *Sleep* or *Hibernate* are not listed, it could be your hardware is incapable of that particular mode. Or it might not be enabled.
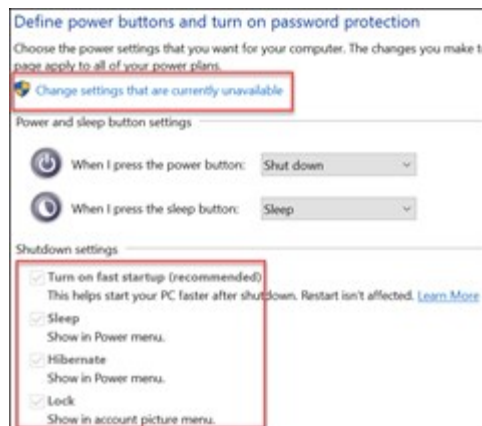
Right-click the Start button and choose *Power Options*. Click *Additional power settings*, then *Choose what the power buttons do*.

In the *Shutdown settings* section, if any of the options are not enabled, click *Change settings that are currently unavailable* and you can then check the appropriate boxes.

The options will then appear on the *Start | Power* menu.

Define power buttons and turn on password protection
Choose the power settings that you want for your computer. The changes you make to page apply to all of your power plans.
🛡 Change settings that are currently unavailable
Power and sleep button settings
⏻ When I press the power button: Shut down
☽ When I press the sleep button: Sleep
Shutdown settings
☐ Turn on fast startup (recommended)
This helps start your PC faster after shutdown. Restart isn't affected. Learn More
☑ Sleep
Show in Power menu.
☐ Hibernate
Show in Power menu.
☑ Lock
Show in account picture menu.

# 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:**
opcug-newsletter+subscribe@googlegroups.com  (leave subject and body fields blank)
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/.
**(NOTE: Due to COVID-19 safety guidelines, all our events are via video conference until further notice. Details at https://opcug.ca/venue/)**

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

**OPCUG Membership Fees:** $20 per year
**Mailing Address:** 3 Thatcher St., Nepean, Ontario, K2G 1S6
**Web address:** **https://opcug.ca**
**Follow us on Facebook:** **https://www.facebook.com/opcug**
**Follow us on Twitter:** **https://www.twitter.com/opcug**

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Special Events Coordinator
    **(Mr.) Jocelyn Doire** — jocelyn.doire@opcug.ca

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## Q&A HAS GONE ON-LINE!

Because of the pandemic, the OPCUG is holding weekly Q&A sessions in Zoom video-conferences.

Join us every Wednesday at 7:30 pm to discuss computer issues. Questions (and answers) on any computer-related issue are welcome. Or, do you have a favourite computer program or topic that you would like to share with the group? Send your questions, answers, or the details of what you would like to share to: SuggestionBox@opcug.ca.

Everyone is welcome to attend Q&A sessions and to ask questions about their specific computer-related problems. Join us at: https://tinyurl.com/opcug-meeting (if you use the Zoom client, the meeting ID is **924 9556 0898** and the password is **opcug**).