



Alan German & Chris Taylor
Ottawa PC Users' Group

Share

Non-technical safeguards

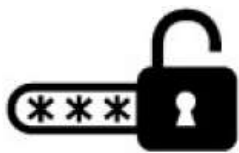
Be suspicious/take care of:



E-mail



Phone Calls



Passwords



Other safeguards



Chris Taylor

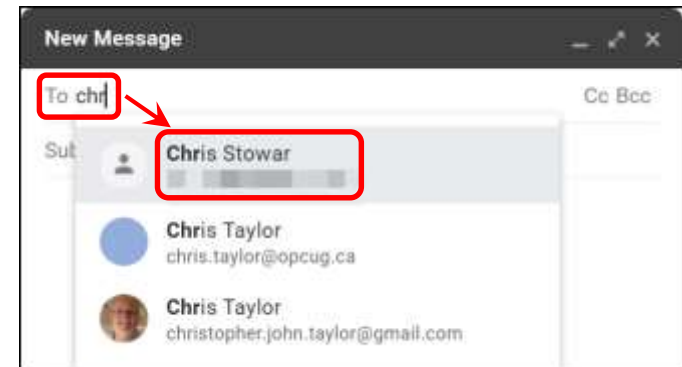


Ottawa PC News, Vol. 39 No. 3, March, 2022
<https://opcug.ca/Articles/2203NEWS.pdf>

Follow-up

Auto-completed addresses

- Problem: Gmail offering unwanted autocompleted email addresses
 - I never added *Chris Stowar* to my address book



<https://www.howtogeek.com/737424/how-to-stop-gmail-from-adding-contacts-automatically/>

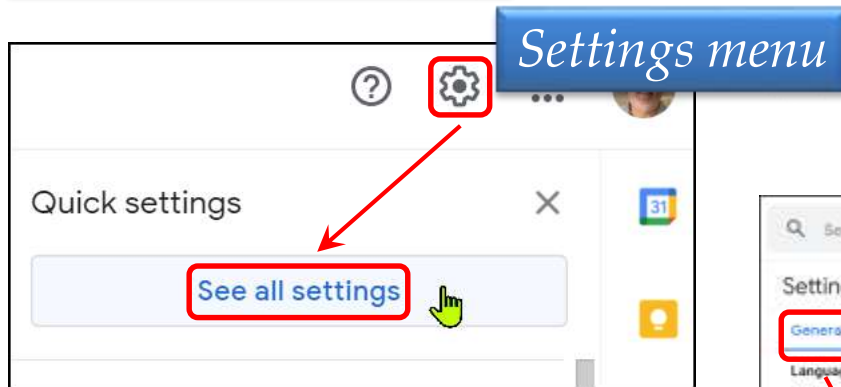
Bea Alt

Follow-up

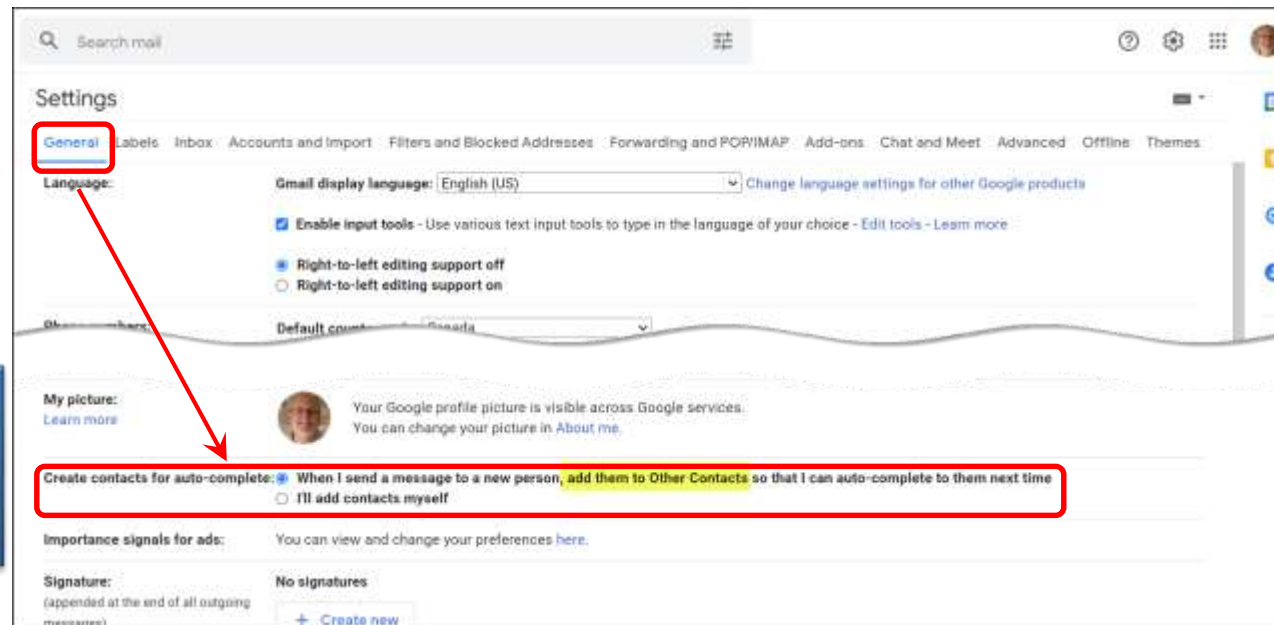
Auto-completed addresses

Gmail automatically saves the recipient's email address in your contacts when you send, reply or forward an email

To stop this...

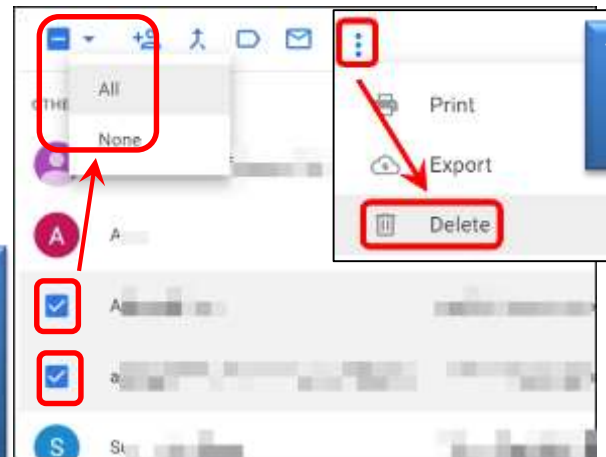
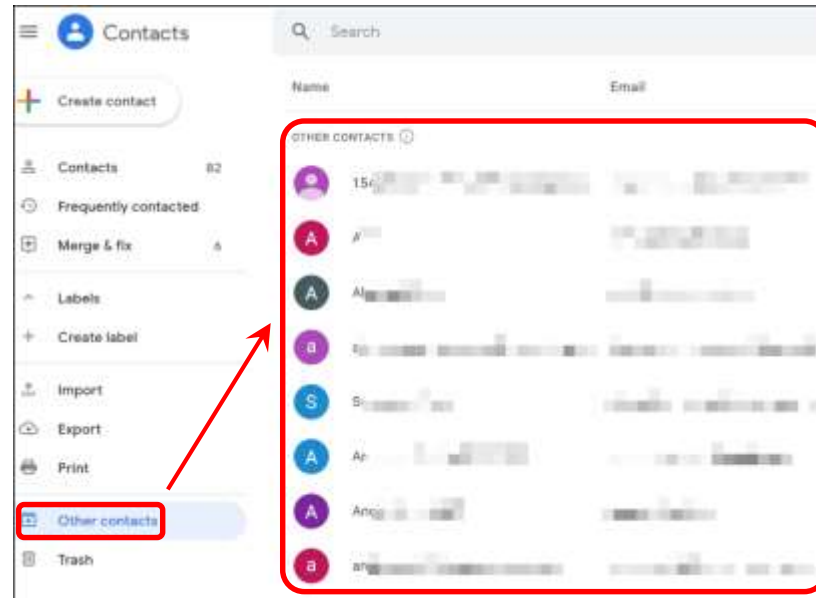
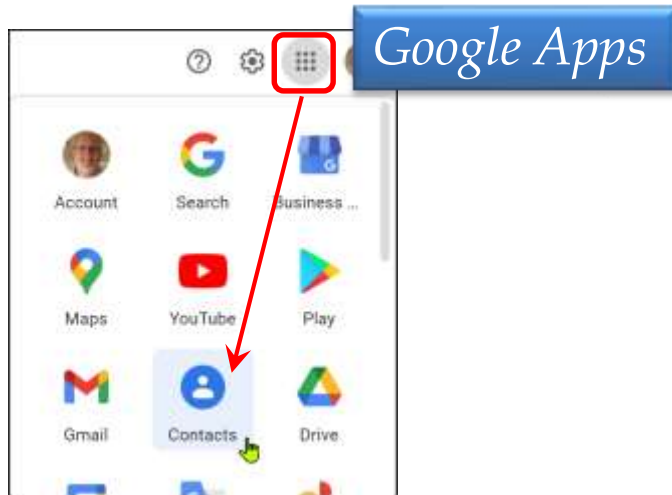


Change to
I'll add contacts myself



Follow-up

Remove already-added addresses



Dot menu
• "Delete"

Once an address is selected

- toolbar appears
- can select "All"

Share

SmartApps

- Useful apps for Android smartphones and tablets
- What are your favourites?



SuggestionBox@opcug.ca

Can also be a program for the PC

Stewart on

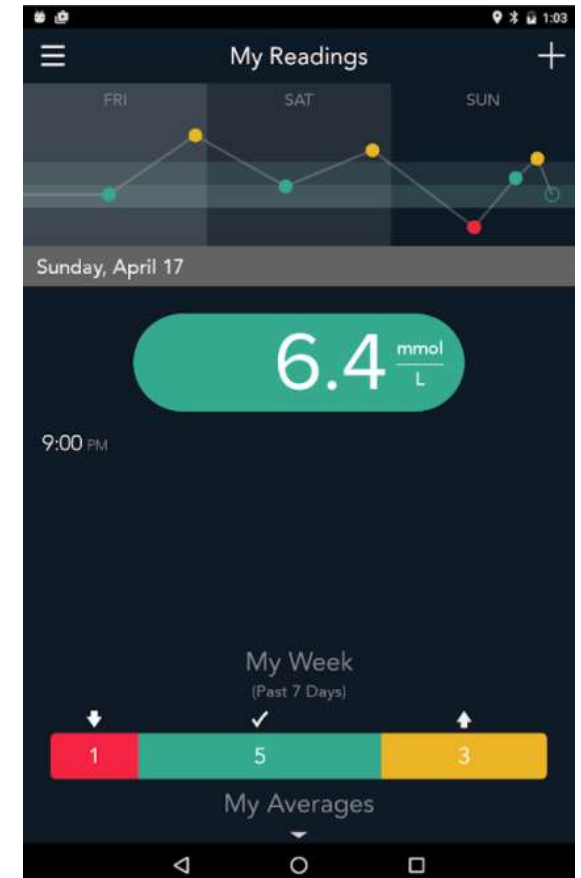


Android

Contour glucose monitor

- Glucometers will store data but they aren't great for data retrieval and they wear out
- This app syncs the data from a glucometer to a smartphone and the cloud
- Results are displayed in a simple and easy-to-review way

<https://play.google.com/store/apps/details?id=com.ascensia.contour.ca>



Stewart on



PC Health



- This app is from President's Choice
- It has the potential to be quite intrusive
- However, it offers little programs for you to learn about various health topics
- Provides free access to various health care professionals to help answer your questions
- And, it tosses a few PC optimum points your way

<https://play.google.com/store/apps/details?id=com.loblaw.pchealth>

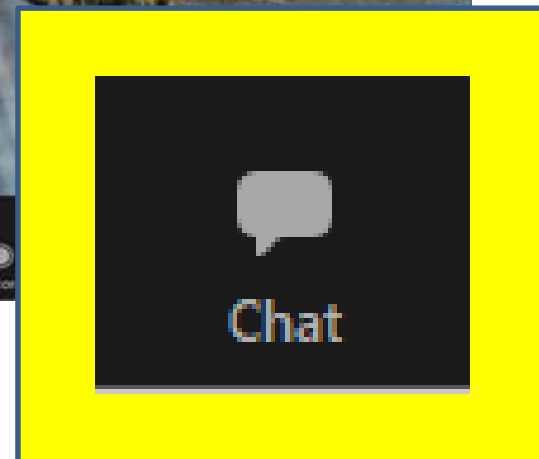
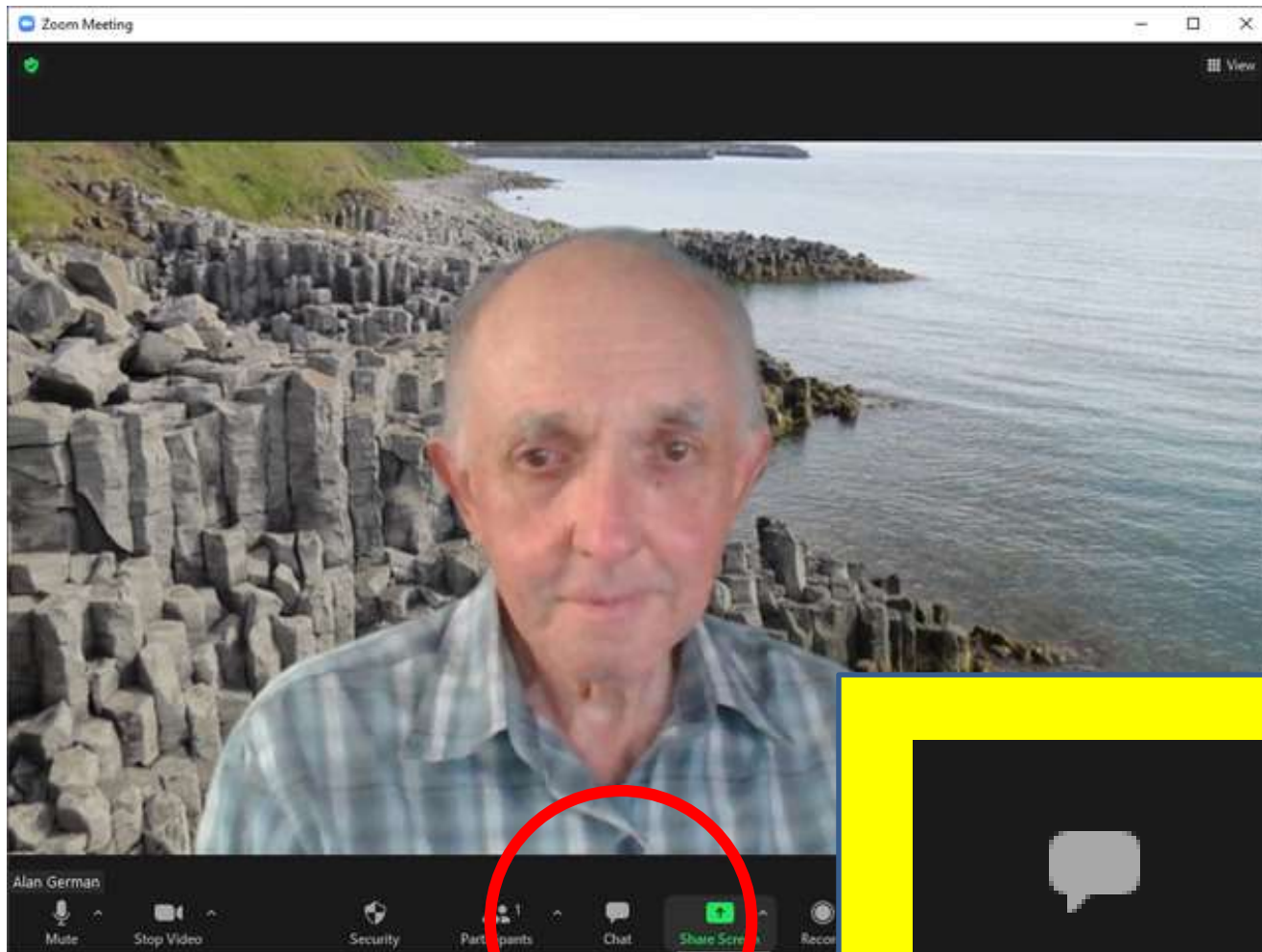
Share

The Zoom Chat Window

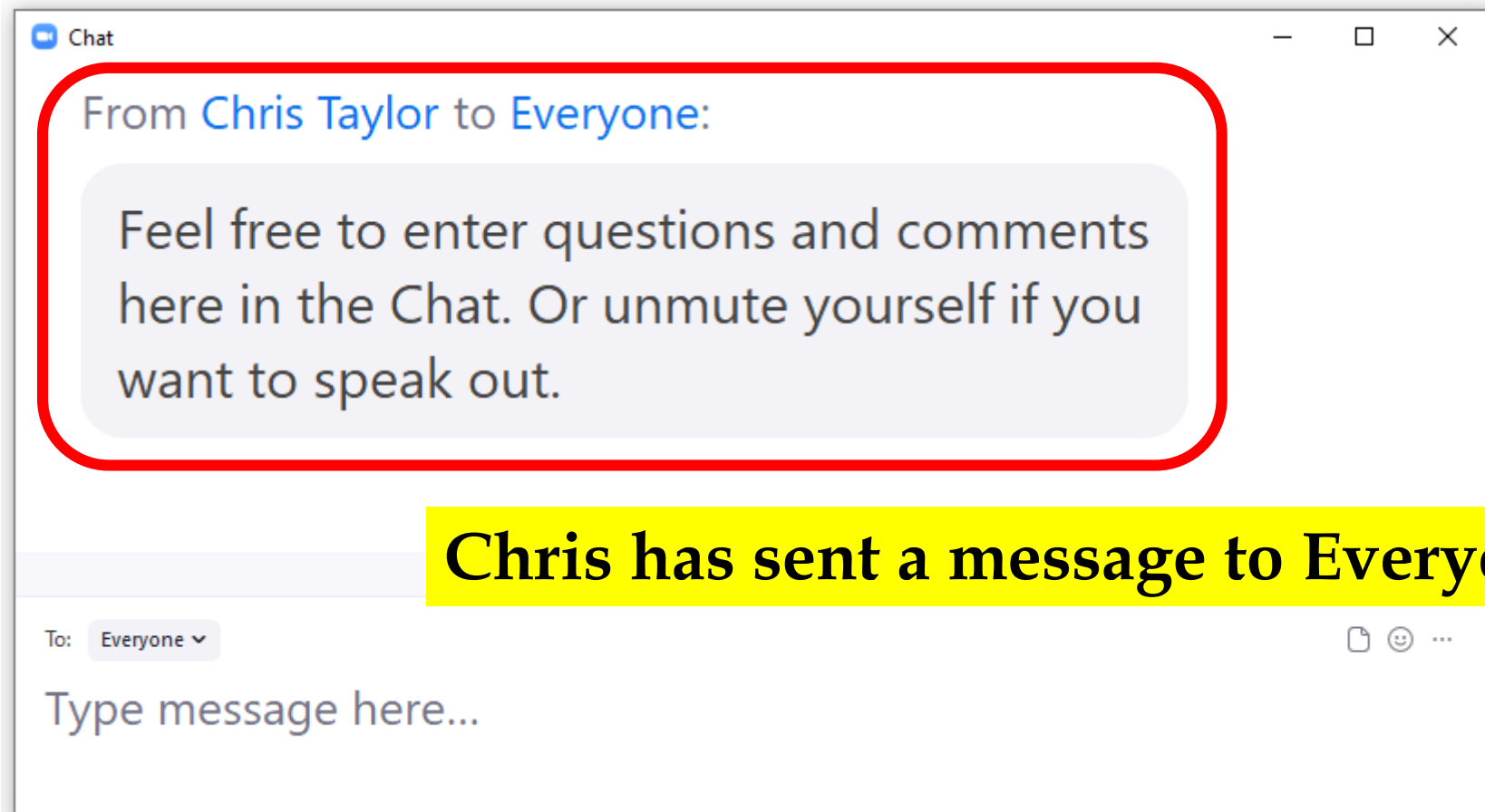
- Only a limited number of people participate in the Chat window that is available in our Zoom sessions
- Is this because not everyone knows how to use it (rather than not wanting to)?
- Is it because, as I found, the default font is way too small to be useful?
- There are fixes for all of the above (except for not wanting to - which is fine!)



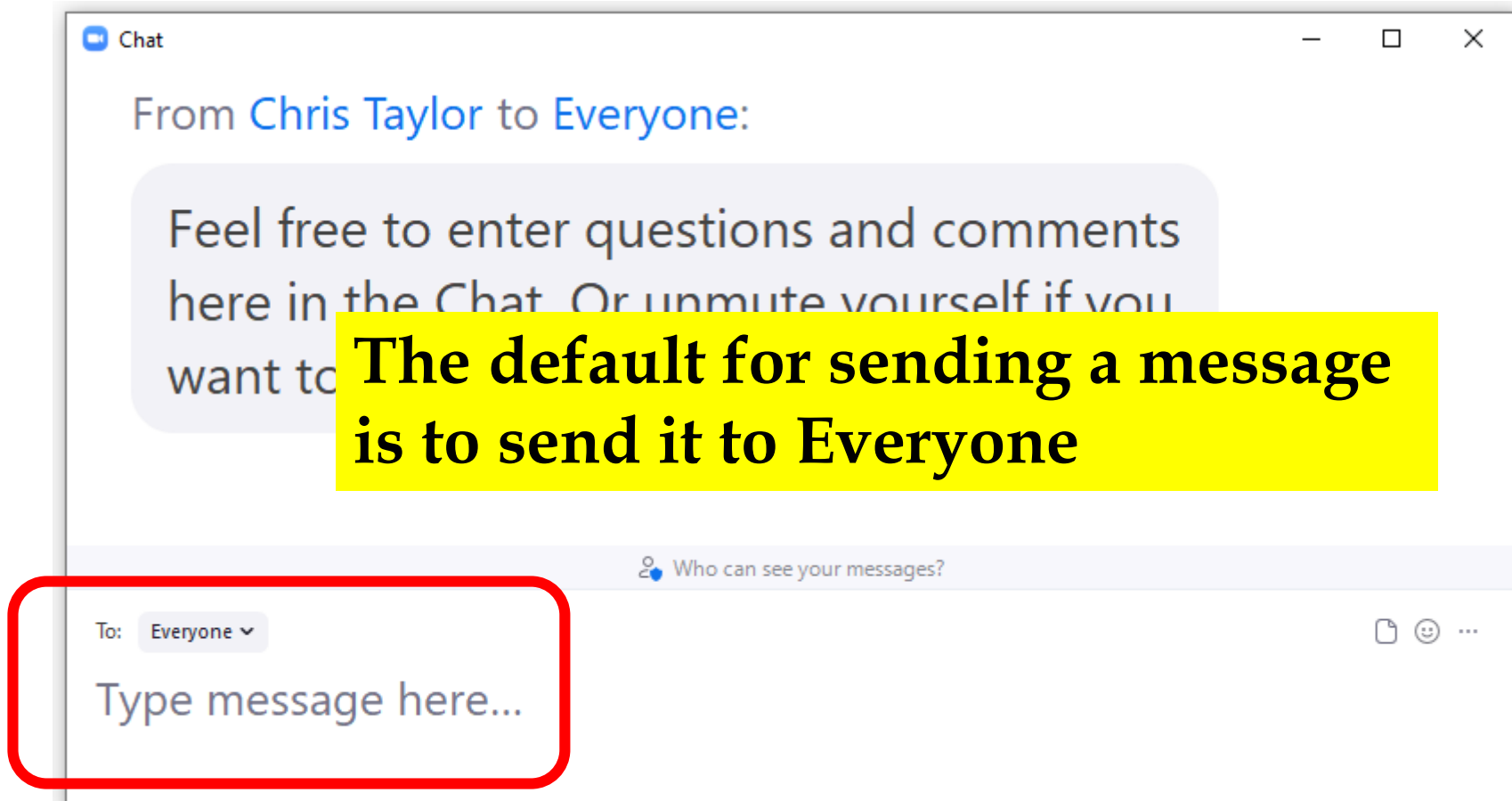
How do I find the Chat Window



Post a message to Everyone



Post a message to just one person



Chat

From Me to Everyone:

Welcome everyone. We have another mixed bag tonight with perhaps time for more questions. Ask your question by typing it into this Chat window.

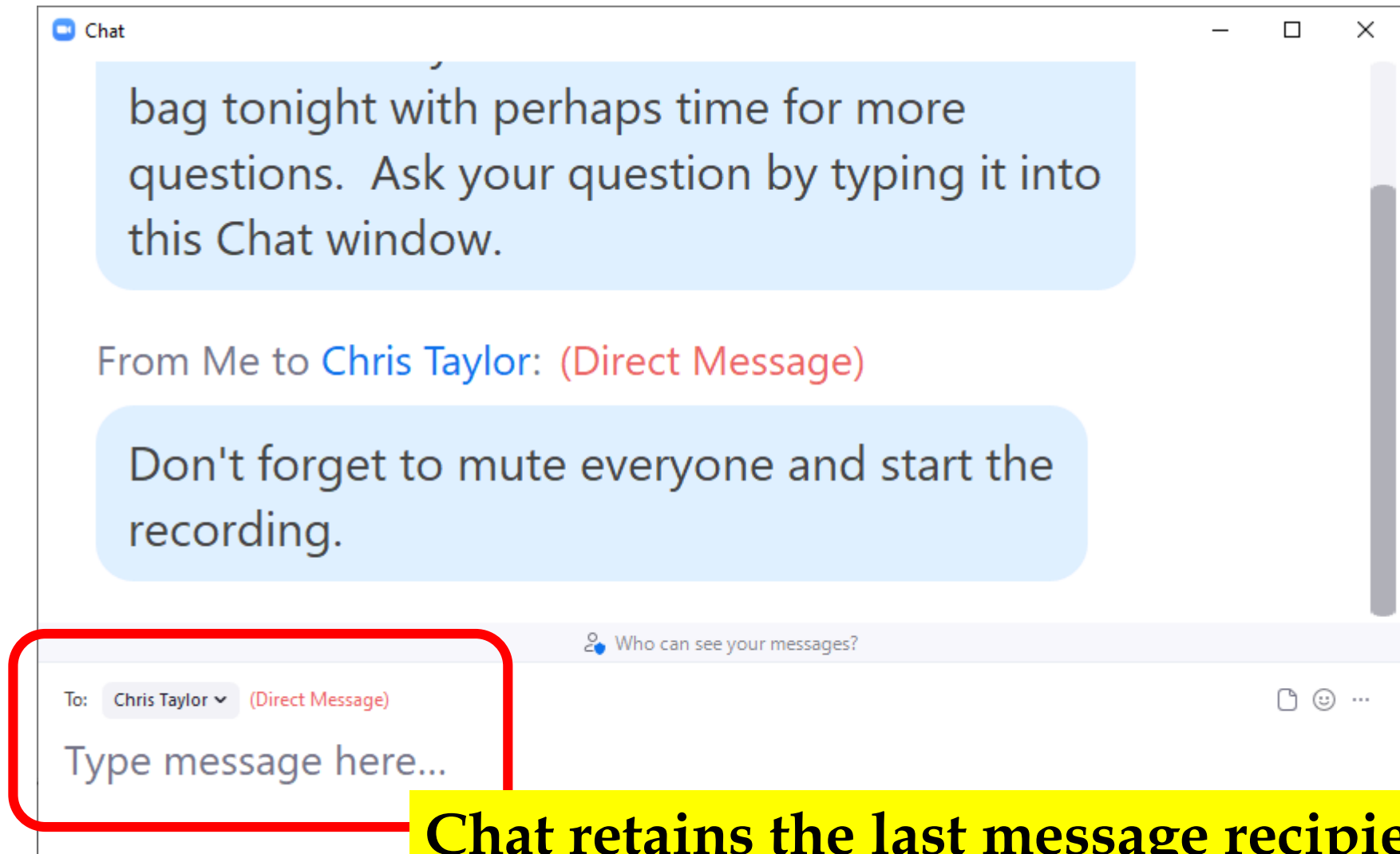
Use the drop-down menu (down-arrow) to send a message to a specific participant

Who can see your messages?

To: Chris Taylor ▾ (Direct Message)

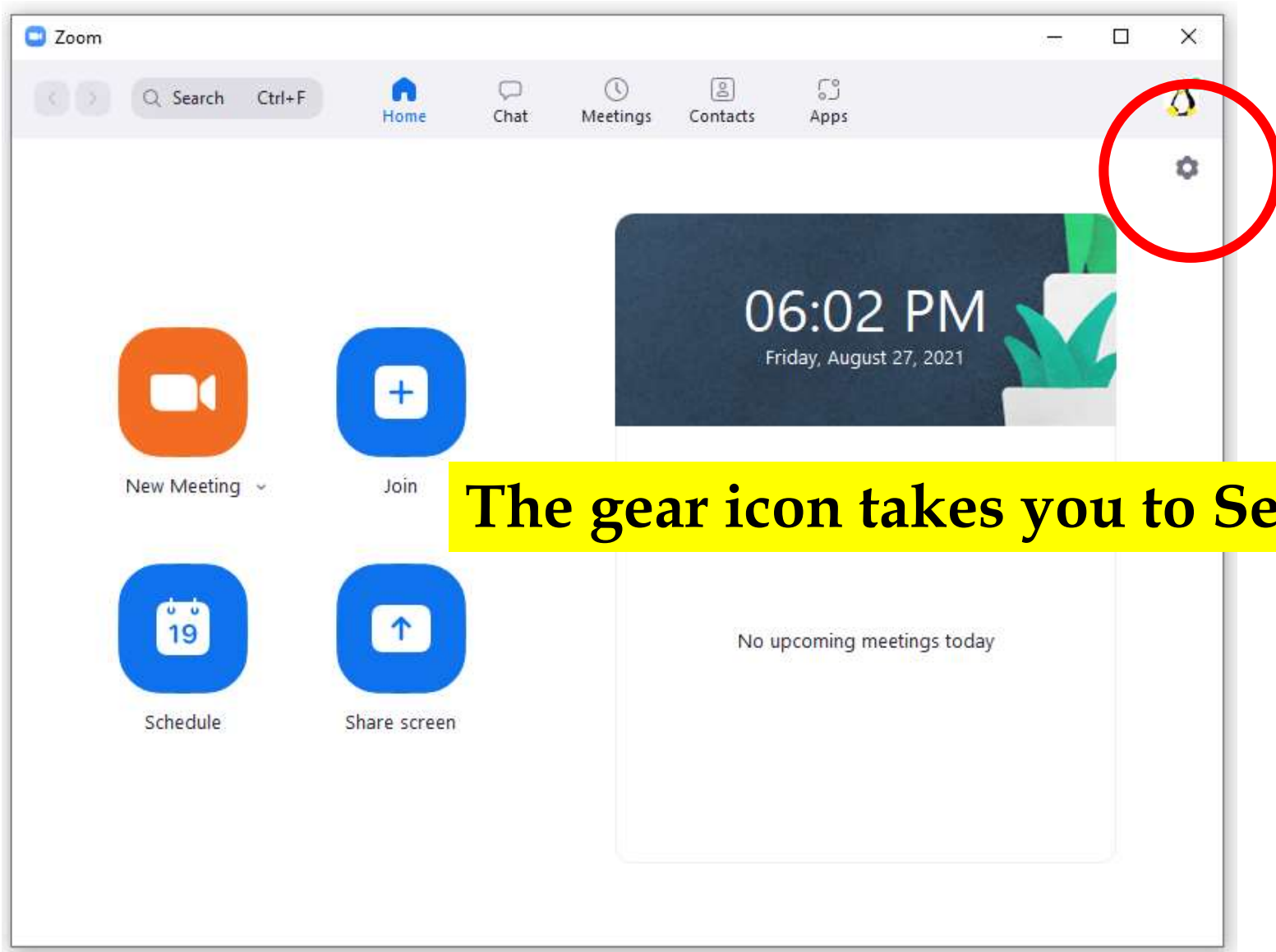
📎 😊 ...

Don't forget to mute everyone and start the recording.

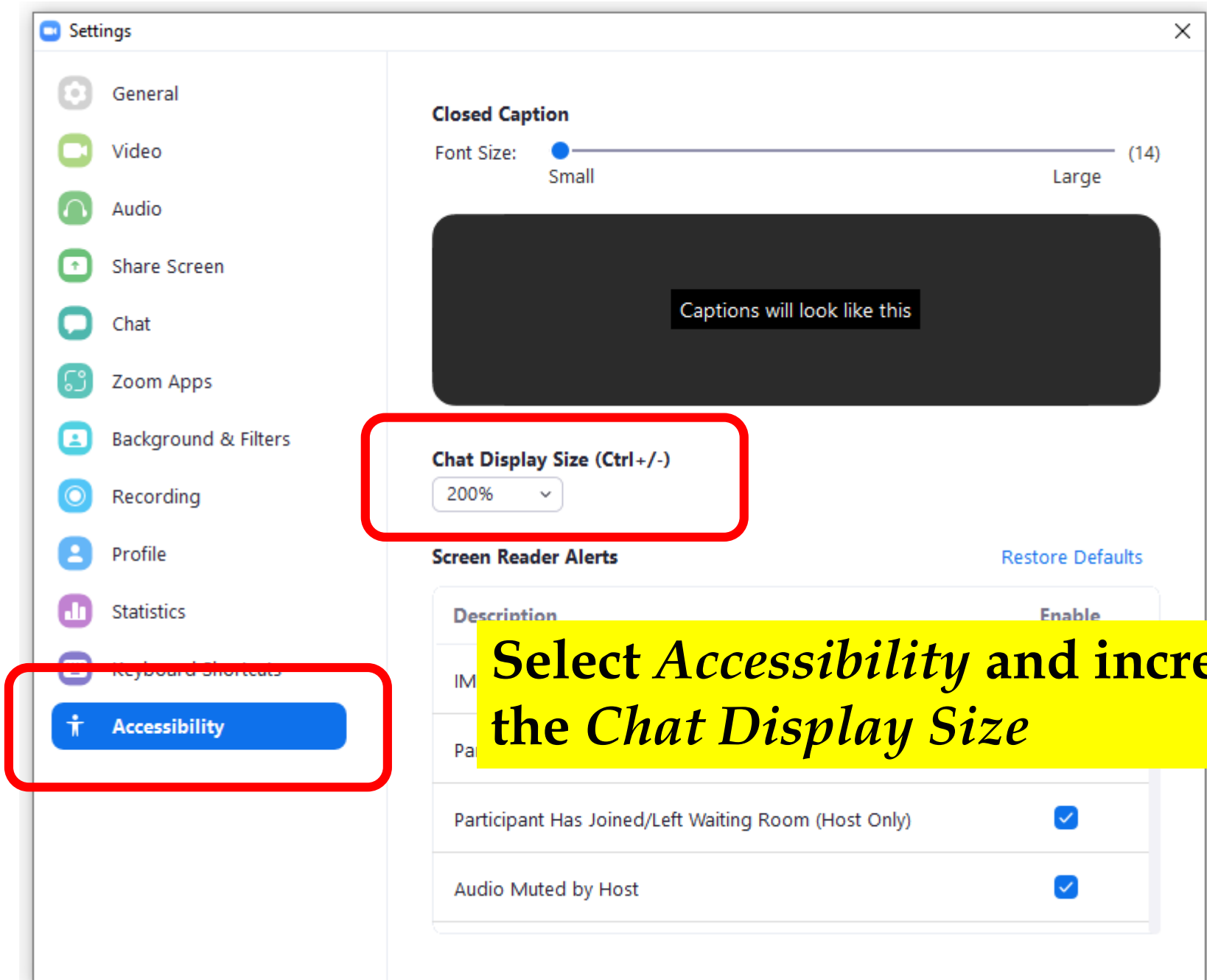


**Chat retains the last message recipient
Don't forget to change this if you next
want to send a message to Everyone**

Increase the text font size

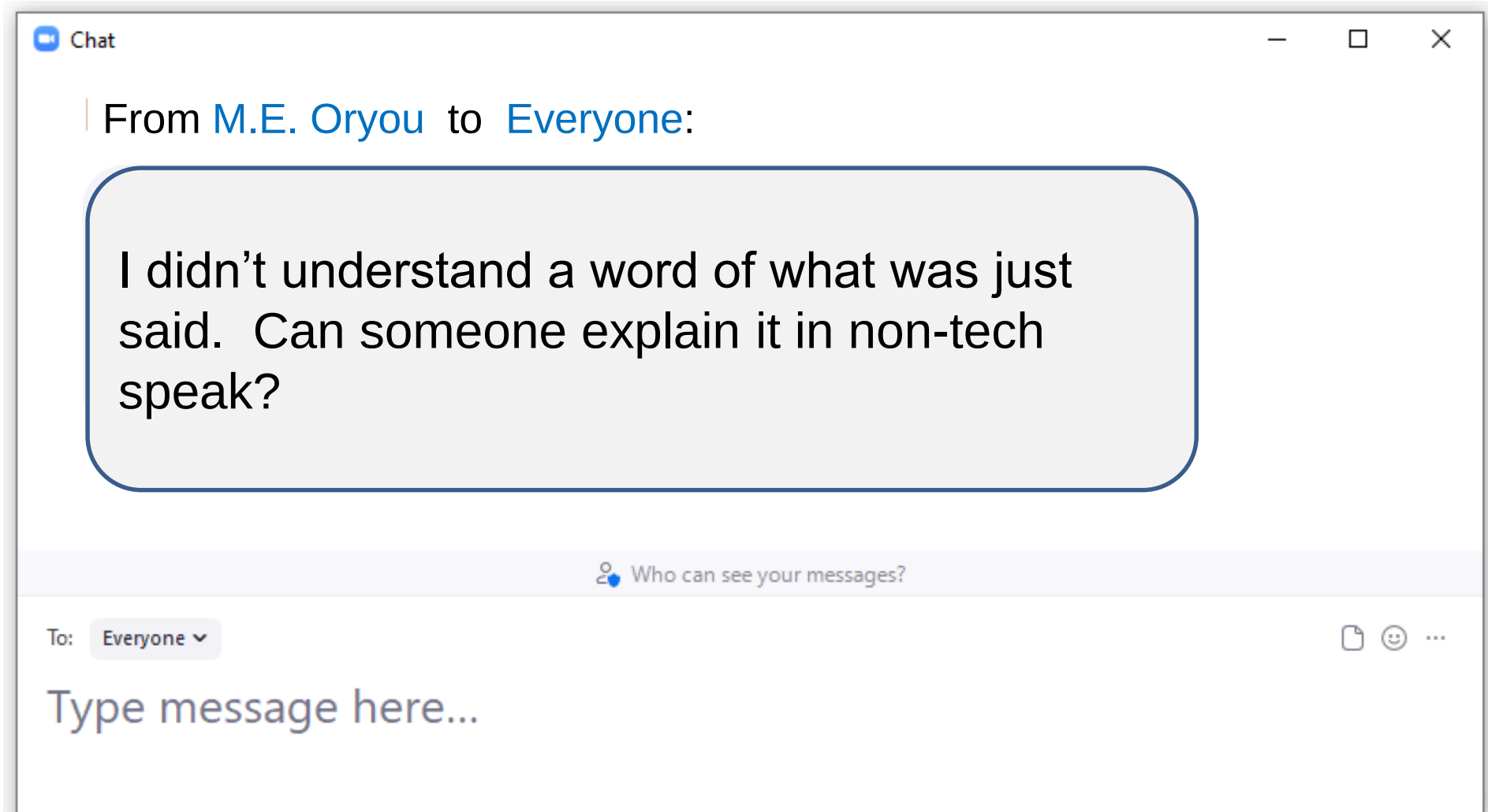


The gear icon takes you to Settings



Select *Accessibility* and increase the *Chat Display Size*

Now you are ready to join in !

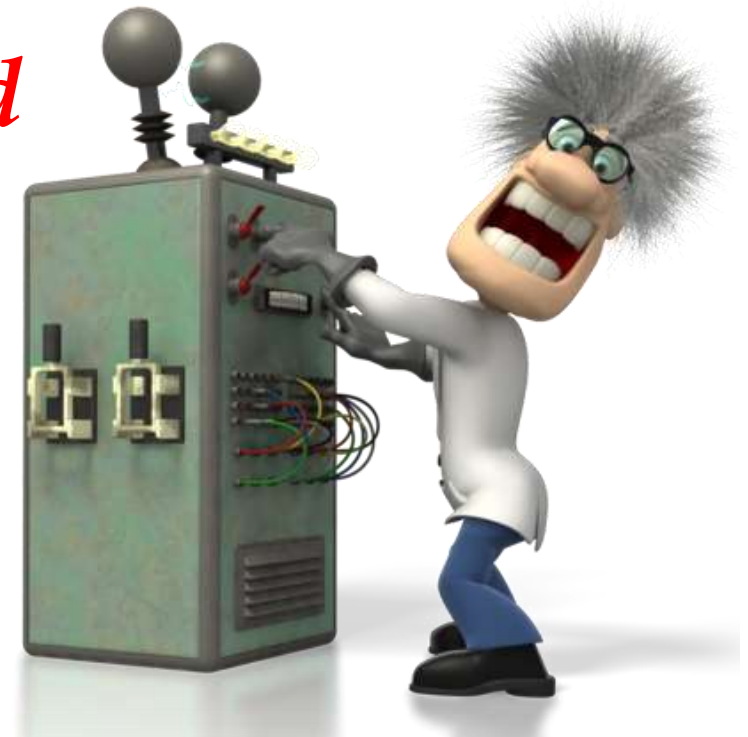


Follow-
up

How can we (really) help?

A comment from the
membership survey:

*“Much of what is discussed
goes over my head”*



- Do you want to know how to do a specific task in Windows?
- Is there a basic computer topic that you would like to share with the group?



Send your suggested topic to
SuggestionBox@opcug.ca



Using Task Manager to end unruly programs

- Occasionally a program goes south
 - you can't end the program
 - you can't restart the program
 - you end up rebooting
- Perhaps there is a faster way
 - *Task Manager* can terminate programs
- Not a polite way of ending a program!
 - simply kills the program
 - will lose unsaved data, settings, etc.
 - if you can, end the program normally



Normal ending of programs

Click in top-right corner of program window

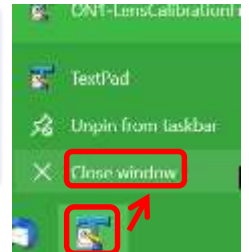


Press

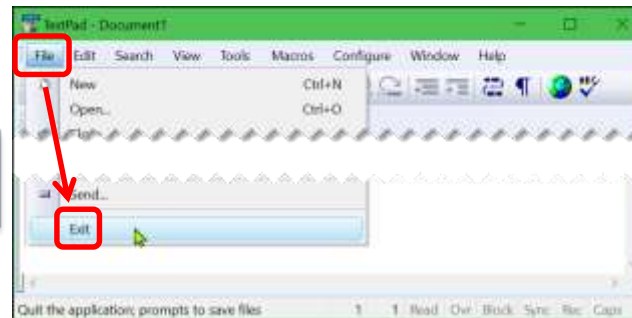
Alt

F4

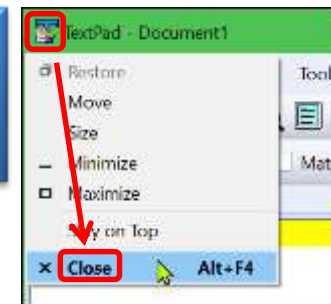
Right-click program icon in Taskbar
Choose *Close window*



Exit or *Close* on *File* menu



Click icon in top-left corner of program window
Choose *Close*

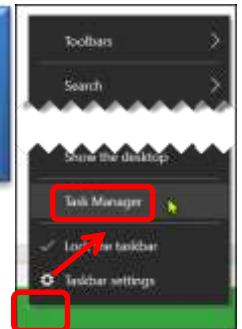




Start Task Manager

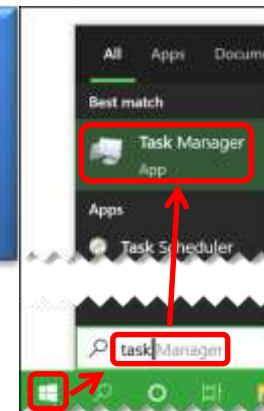
Press *Ctrl-Shift-Esc*

Right-click blank area of Taskbar
Choose *Task Manager*



Press *Ctrl-Alt-Del*
Choose *Task Manager*

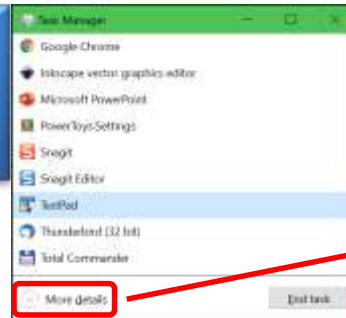
Press *Start* button
Start typing *Task Manager*
Choose *Task Manager*





Find non-responsive program

If **More details** shows
Click it



Name	Command line	CPU	Memory	Disk	Network	GPU	Power usage
Google Chrome (59)		7.2%	3,496.0 MB	0.1 MB/s	0.1 Mbps	0%	High
Inkscape vector graphics editor	C:\Program Files\Inkscape\Inkscape.exe	0%	22.6 MB	0 MB/s	0 Mbps	0%	Very low
Microsoft PowerPoint	C:\Program Files\Microsoft Office\PowerPoint\PowerPoint.exe	0%	155.2 MB	0 MB/s	0 Mbps	0%	Very low
PowerToys.Settings	C:\Program Files\PowerToys\PowerToys.Settings.exe	0%	83.1 MB	0 MB/s	0 Mbps	0%	Very low
Task Manager	C:\Windows\System32\TaskManager.exe	0.3%	33.2 MB	0 MB/s	0 Mbps	0%	Very low
TextPad	C:\Program Files\TextPad\TextPad.exe	0%	5.4 MB	0 MB/s	0 Mbps	0%	Very low
Thunderbird (32 bit)	C:\Program Files\Thunderbird\Thunderbird.exe	0.1%	128.8 MB	0 MB/s	0 Mbps	0%	Very low
Total Commander	C:\Program Files\Total Commander\Total Commander.exe	0%	6.6 MB	0 MB/s	0 Mbps	0%	Very low
ACCSvc	C:\Program Files (x86)\ASUS\ACCSvc\ACCSvc.exe	0%	1.1 MB	0 MB/s	0 Mbps	0%	Very low
Armadillo Service Executable	C:\Program Files (x86)\Armadillo\Armadillo.exe	0%	302.2 MB	0 MB/s	0 Mbps	0%	Very low
COM Surrogate	C:\WINDOWS\system32\comsurrogate.exe	0%	1.7 MB	0 MB/s	0 Mbps	0%	Very low
COM Surrogate	C:\WINDOWS\system32\comsurrogate.exe	0%	0.8 MB	0 MB/s	0 Mbps	0%	Very low

Non-responsive program likely in **Apps** section
May be in **Background processes**

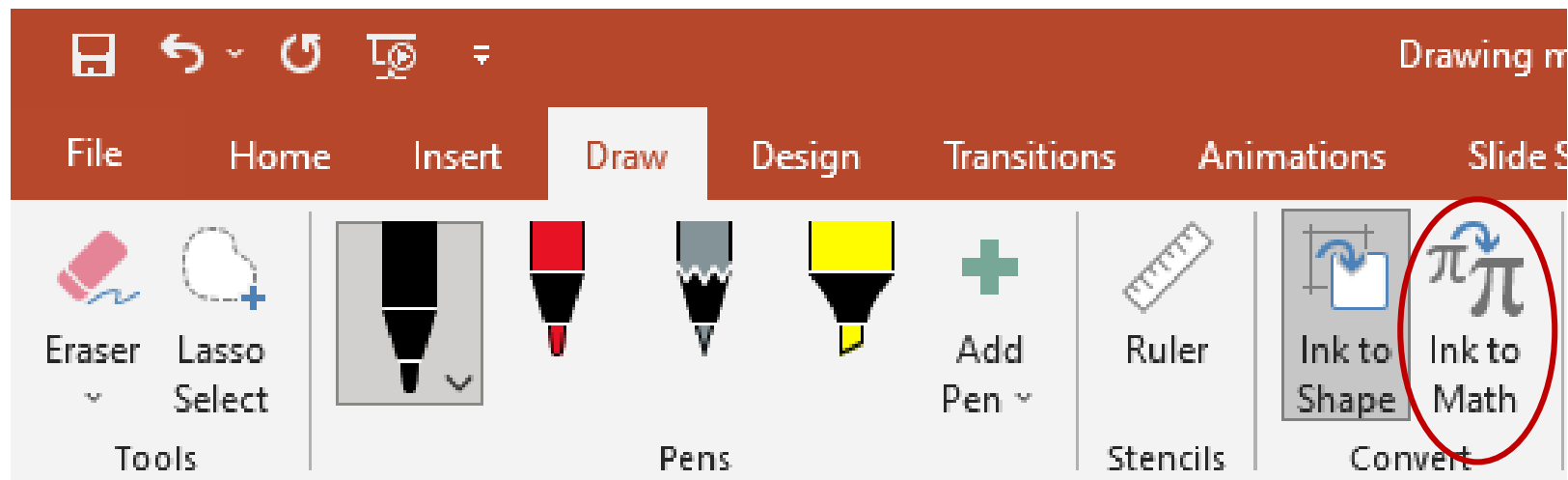
Name	Command line	CPU	Memory	Disk	Network	GPU	Power usage
Google Chrome (59)		7.2%	3,496.0 MB	0.1 MB/s	0.1 Mbps	0%	High
Inkscape vector graphics editor	C:\Program Files\Inkscape\Inkscape.exe	0%	22.6 MB	0 MB/s	0 Mbps	0%	Very low
Microsoft PowerPoint	C:\Program Files\Microsoft Office\PowerPoint\PowerPoint.exe	0%	155.2 MB	0 MB/s	0 Mbps	0%	Very low
PowerToys.Settings	C:\Program Files\PowerToys\PowerToys.Settings.exe	0%	83.1 MB	0 MB/s	0 Mbps	0%	Very low
Task Manager	C:\Windows\System32\TaskManager.exe	0.3%	33.2 MB	0 MB/s	0 Mbps	0%	Very low
TextPad	C:\Program Files\TextPad\TextPad.exe	0%	5.4 MB	0 MB/s	0 Mbps	0%	Very low
Thunderbird (32 bit)	C:\Program Files\Thunderbird\Thunderbird.exe	0.1%	128.8 MB	0 MB/s	0 Mbps	0%	Very low
Total Commander	C:\Program Files\Total Commander\Total Commander.exe	0%	6.6 MB	0 MB/s	0 Mbps	0%	Very low
ACCSvc	C:\Program Files (x86)\ASUS\ACCSvc\ACCSvc.exe	0%	1.1 MB	0 MB/s	0 Mbps	0%	Very low
Armadillo Service Executable	C:\Program Files (x86)\Armadillo\Armadillo.exe	0%	302.2 MB	0 MB/s	0 Mbps	0%	Very low
COM Surrogate	C:\WINDOWS\system32\comsurrogate.exe	0%	1.7 MB	0 MB/s	0 Mbps	0%	Very low
COM Surrogate	C:\WINDOWS\system32\comsurrogate.exe	0%	0.8 MB	0 MB/s	0 Mbps	0%	Very low

Click **Name** column header to sort
Right-click non-responsive program
Choose **End task**



Drawing math symbols

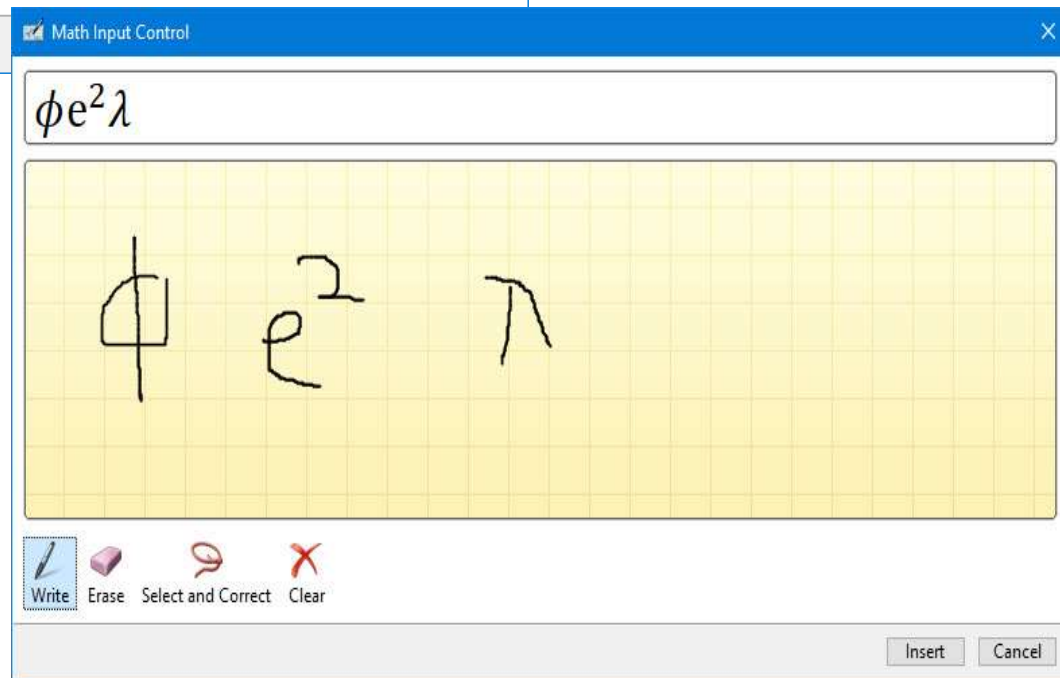
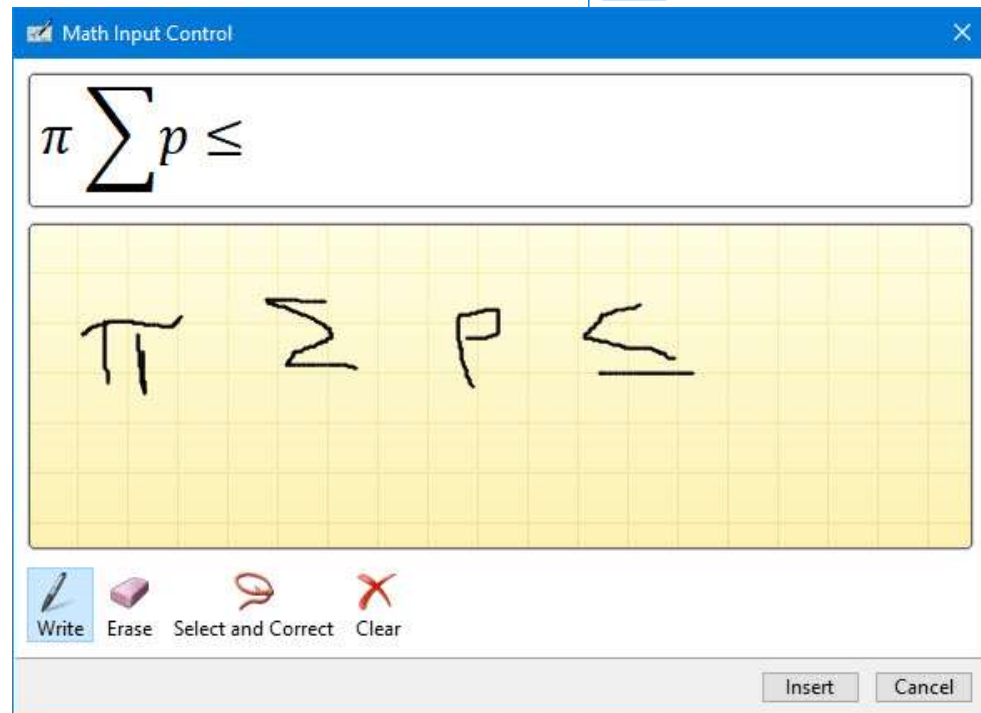
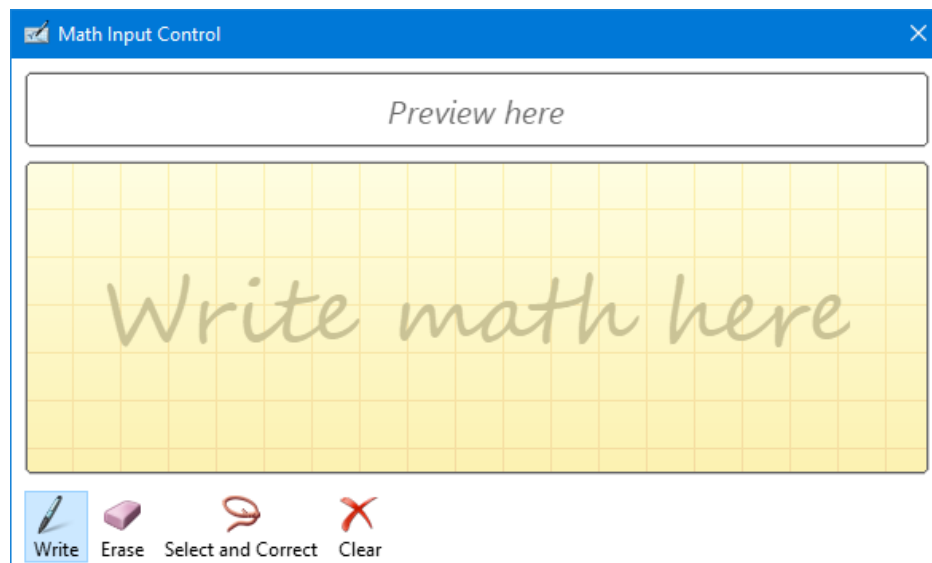
- Can draw math symbols by hand in Word or PowerPoint
- Saves looking up character sets



Lynda Buske

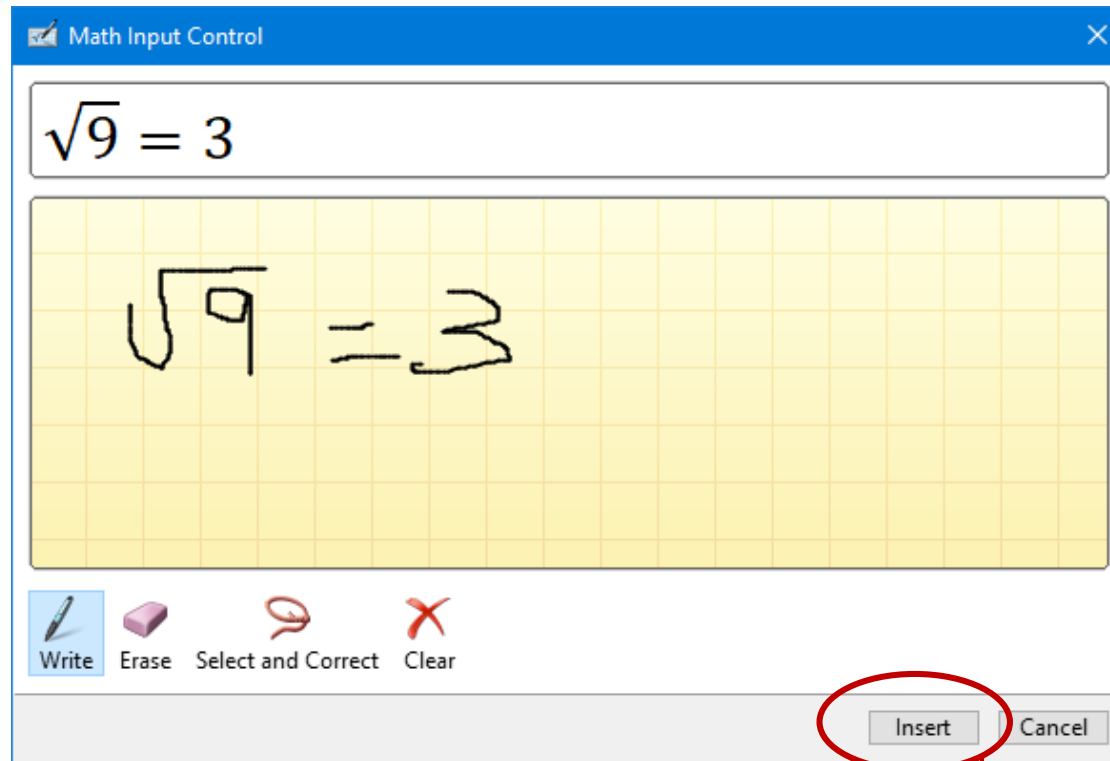


Drawing math symbols





Drawing math symbols



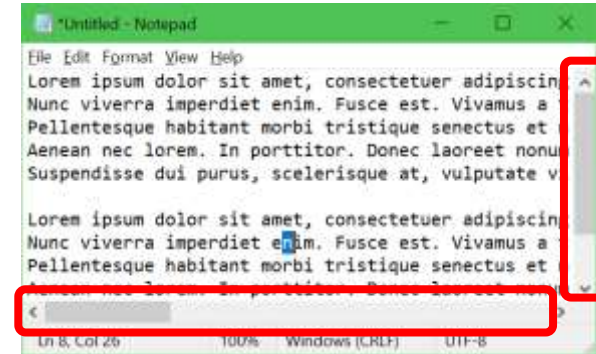
“To determine the result,
you need $\sqrt{9} = 3$.”

Note, it will automatically insert it in an active text box.



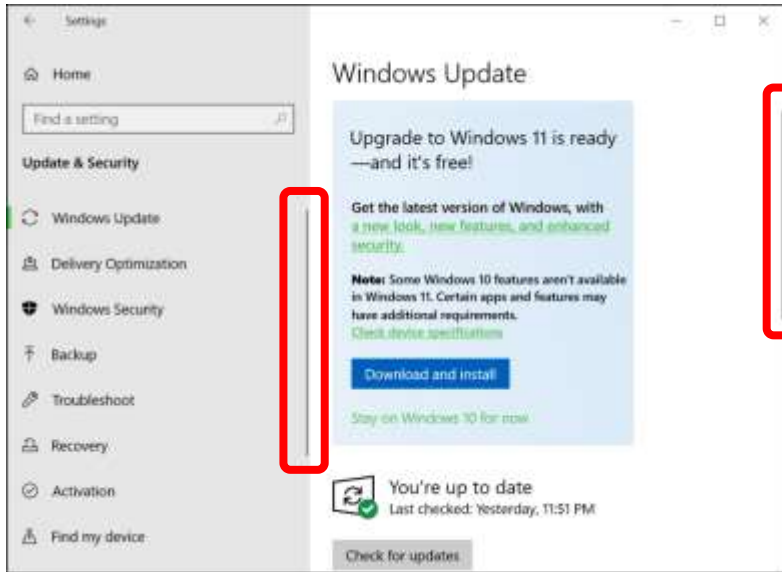
Show scroll bars

- Old behaviour in Windows
 - program windows with more info than can be displayed had scroll bars
 - great visual indicator that you more *stuff* is there
- Windows 10 default behaviour
 - sometimes show a very thin vertical scroll bar
 - sometimes doesn't show vertical scroll bars at all unless
 - you move mouse or use keyboard
 - and then show a very thin vertical scroll bar
 - sometimes show a full-width vertical scroll bar if you hover mouse pointer over thin scroll bar
- Programs can over-ride the default behaviours





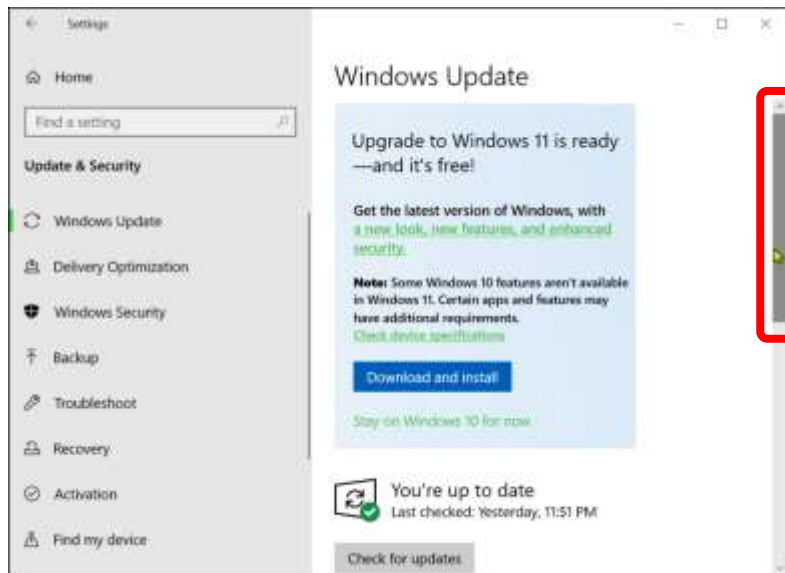
Examples: Settings



Thin scroll bars

- easy to miss
- “Where is link for *Optional updates*?”

* used to start with *no* scroll bar showing!
had to move mouse to have thin scroll bars show

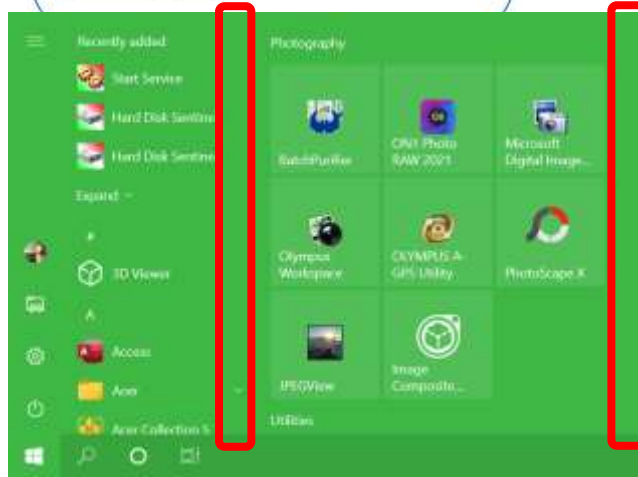


Hover mouse over thin scroll bar

- expands to full width
- can find other *stuff*

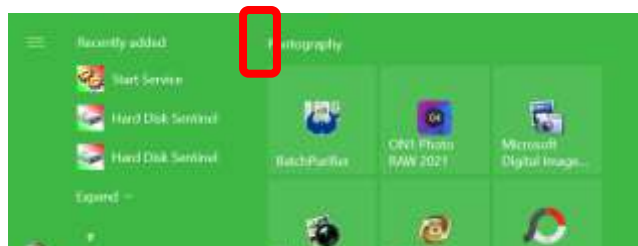


Examples: Start menu



No scroll bars

- “Where are my programs?”



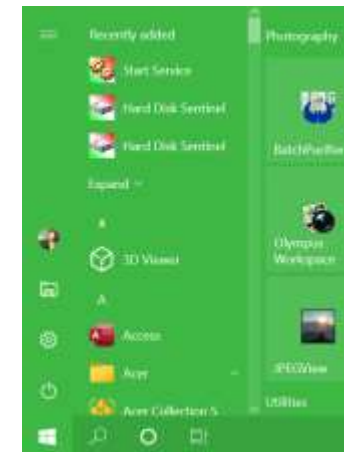
Hover mouse in left section

- thin scroll bar in left section



Hover mouse in right section

- thin scroll bar in right section

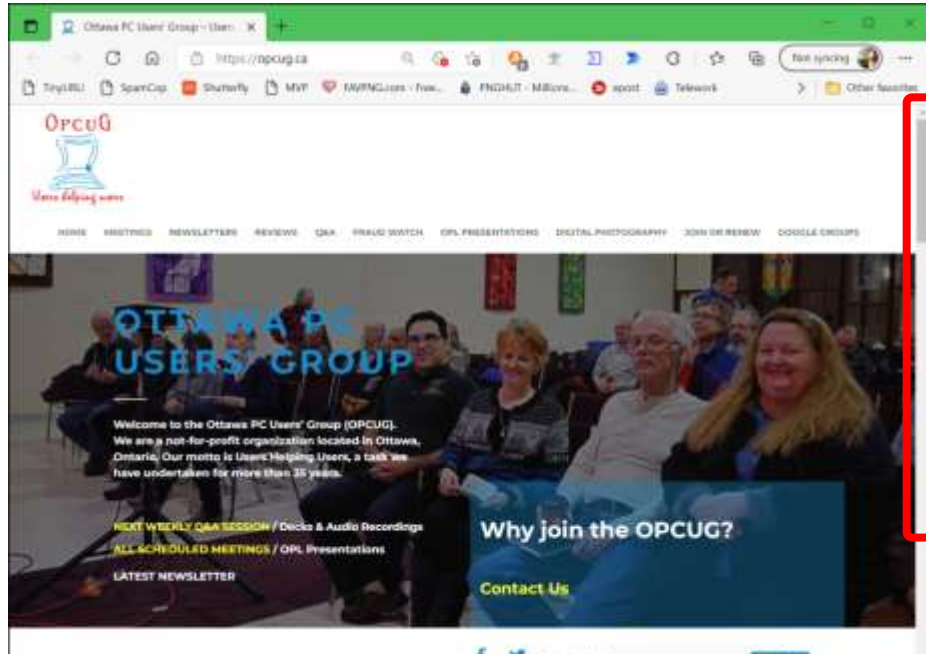


Hover mouse over thin scroll bar

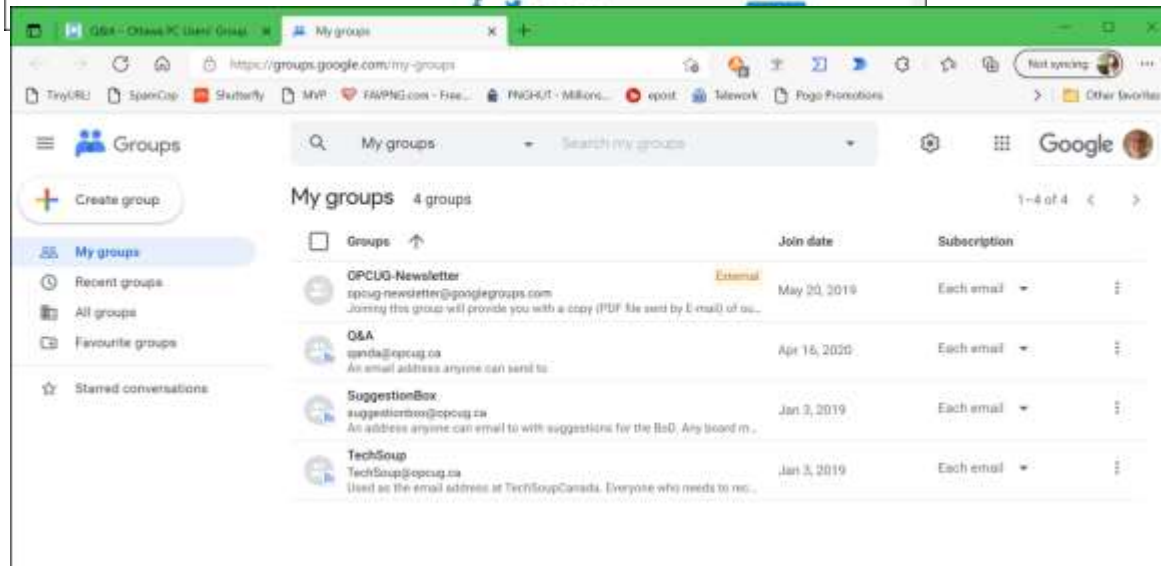
- expands to full width



Examples: Edge



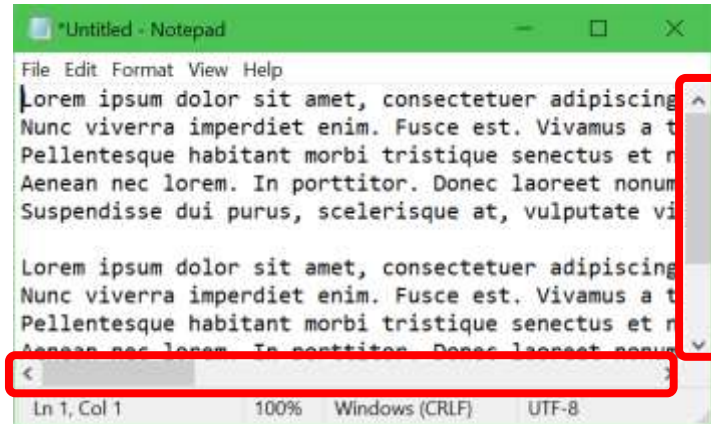
Always shows scroll bars



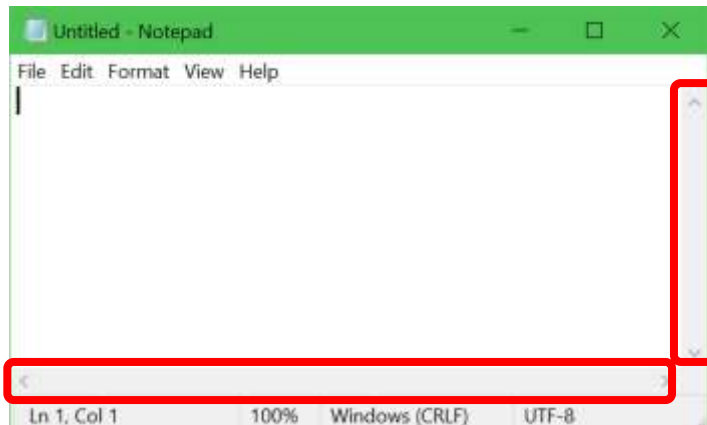
...well, it does if there is more *stuff*



Examples: Notepad



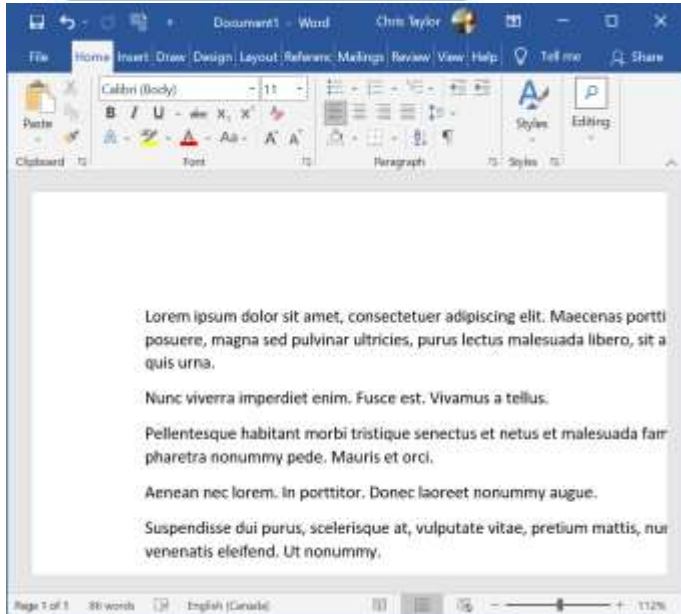
Always shows scroll bars



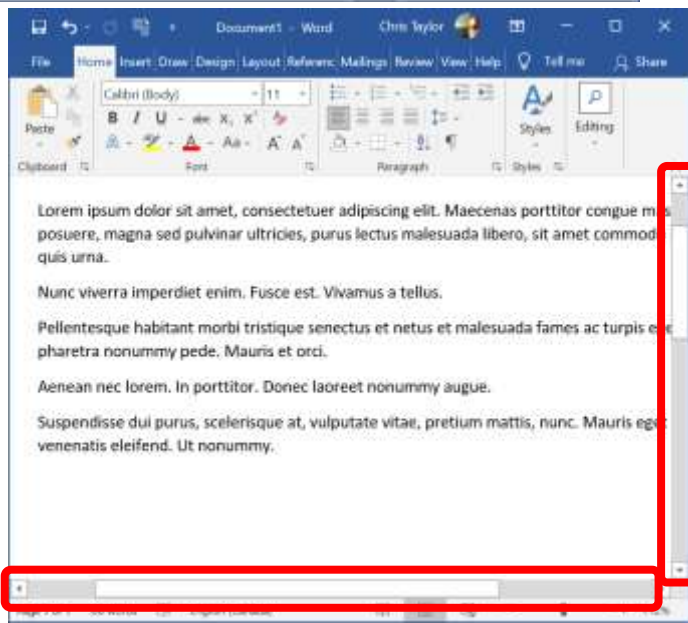
...even if there is no more *stuff*



Example: Microsoft Word



Doesn't show scroll bars



Move mouse in window, or
Scroll within the window *enough*

- shows full scroll bars

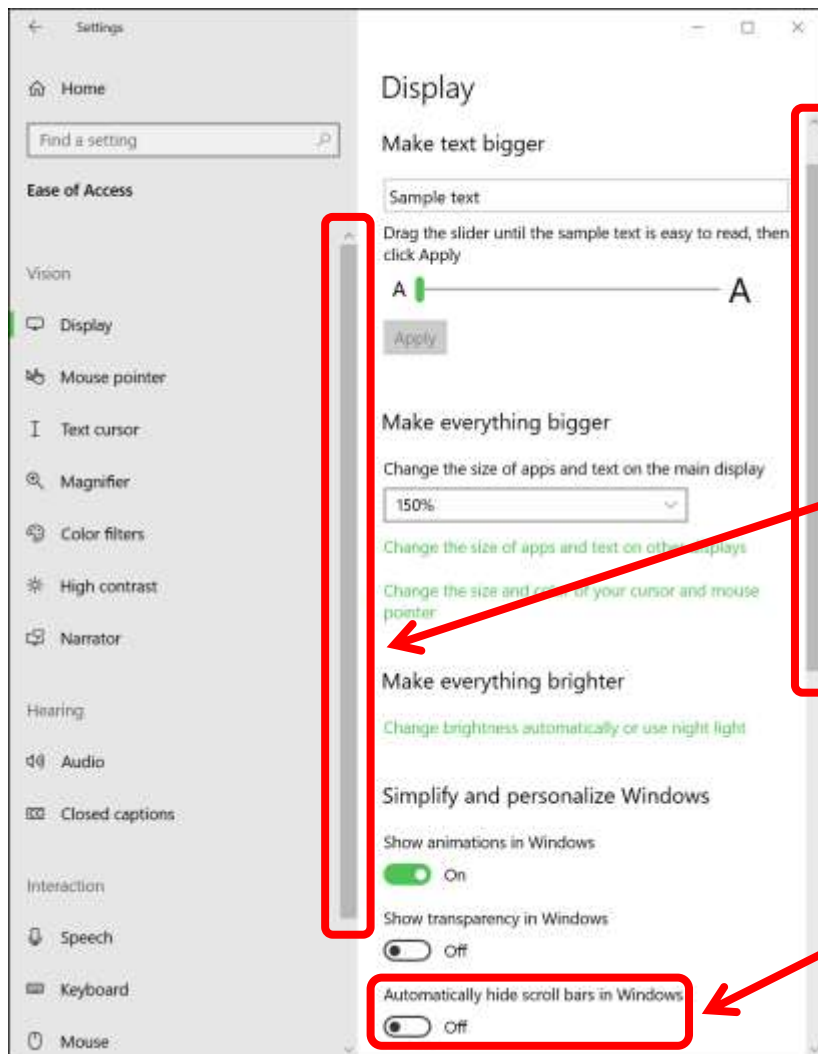


A mess

- Absolutely no consistency
- Scroll bars should *at least* always appear
 - if any material in the window not showing because window is too small
- You can improve the situation...for some programs
- You can't *fix* the problem
 - any program can override the improvement
 - many Microsoft programs will override



Improving things



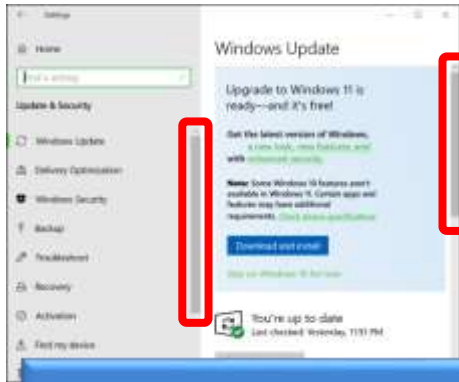
Settings | Ease of Access | Display

Scroll bars appear

*Toggle **off** Automatically hide scroll bars*

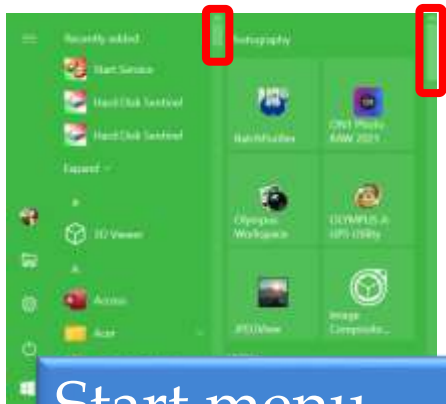


Results



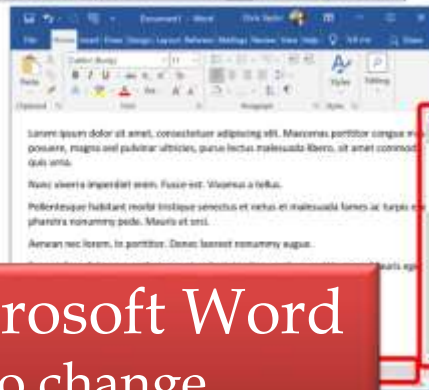
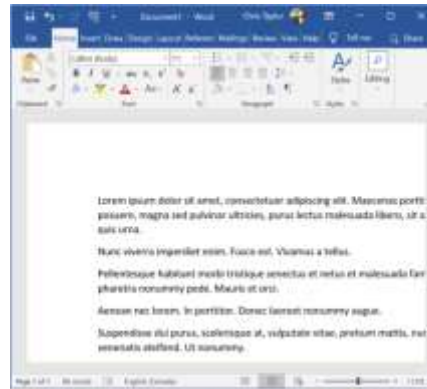
Settings

- always shows scroll bars
- * if info not showing



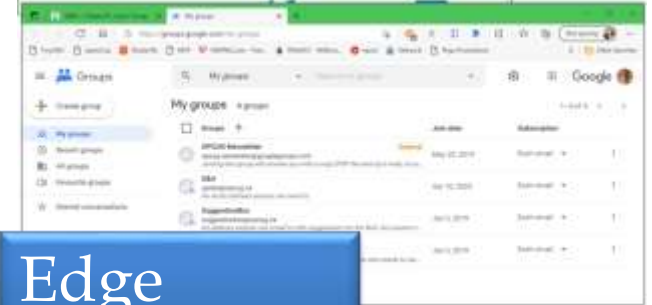
Start menu

- always shows scroll bars
- * if info not showing



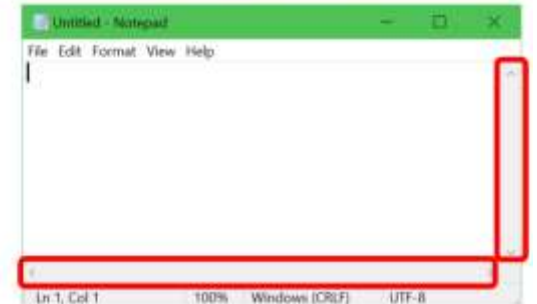
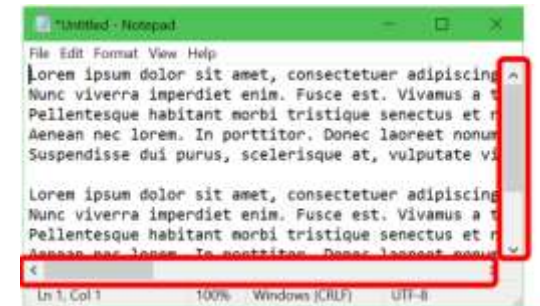
Microsoft Word

- no change



Edge

- no change



Notepad

- no change

Privacy Online



**Part 7 – Become
Web-Anonymous!**



**Any other:
Questions
Comments
Shares?**

April 4

Spring Clean-up

May 2

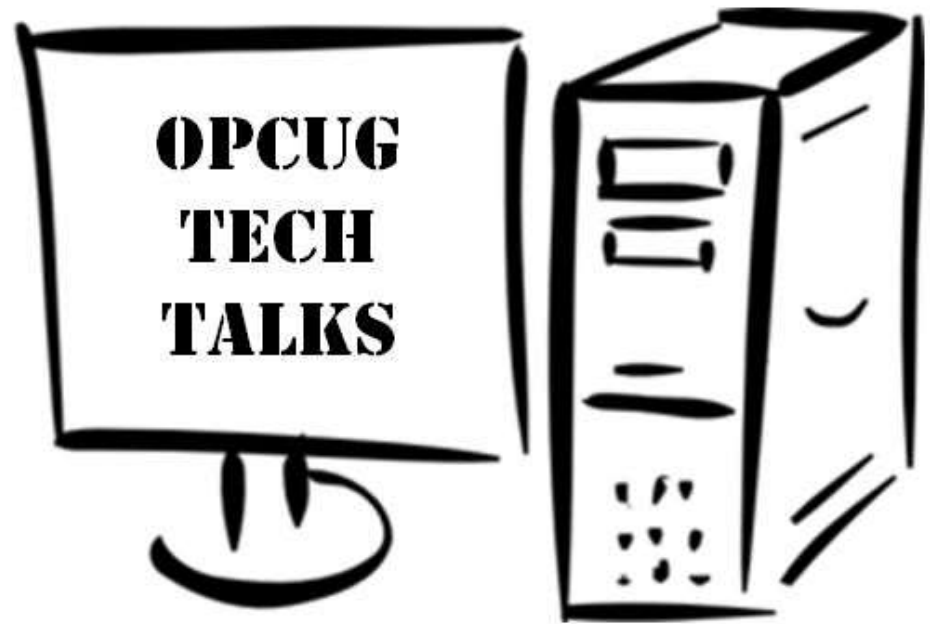
Basic photo editing

June 6

Scam avoidance and trust

July 4

Wireless security



Registration Required

Free for OPCUG members

\$20.00 for non-members

(BUT – includes one-year membership)

TechTalks@opcug.ca

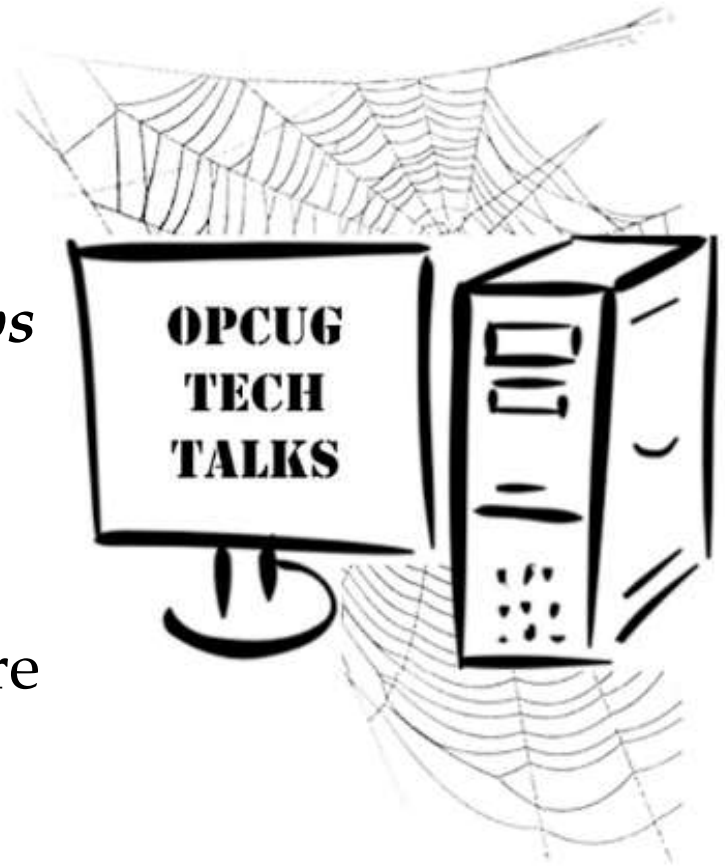
<https://opcug.ca/events/techtalks>

Spring Clean-up

April 4th, 7:00 pm

Ten tips to remove those digital cobwebs

1. Hard Disk Backup
2. Data File Synchronization
3. Security Settings
4. Double check your anti-virus software
5. Manage your Passwords
6. Software Updates
7. Remove Unused Software
8. Manage your E-mail
9. System Performance
10. Clean Up the Disk



Registration required

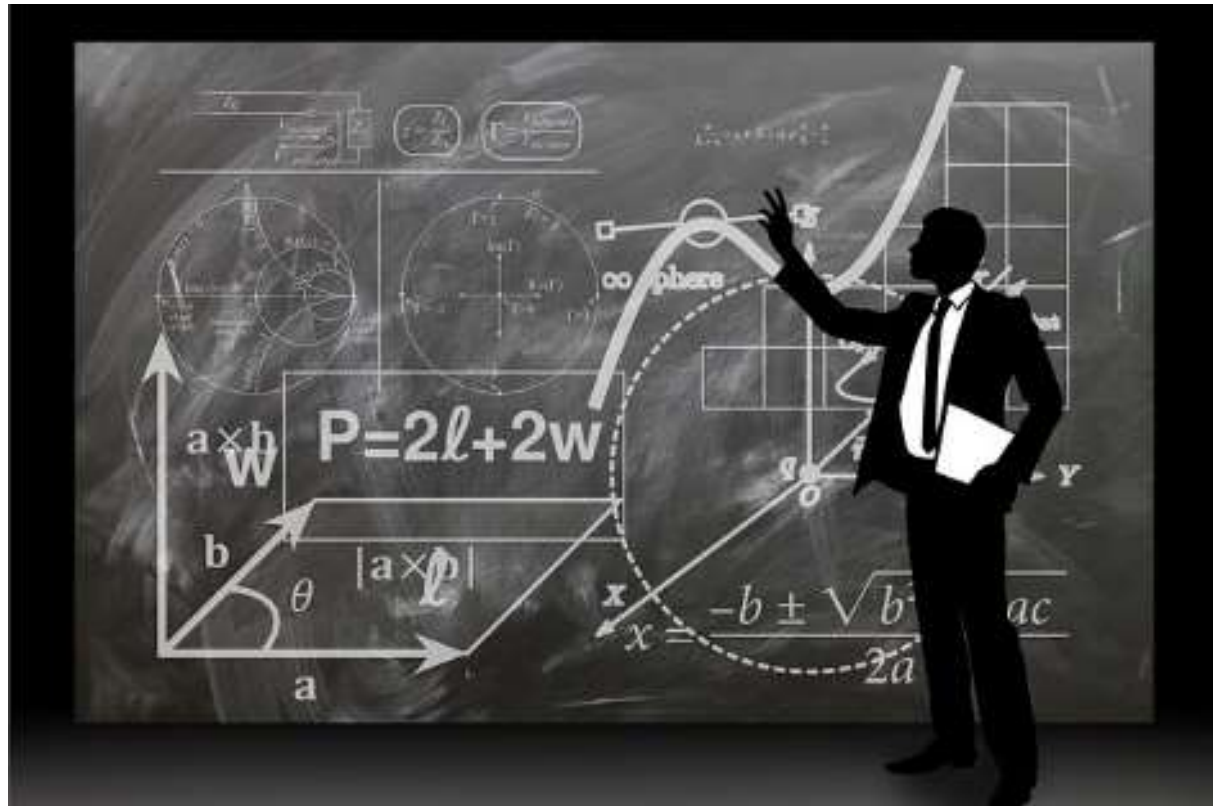
Free for OPCUG members

Full details at:

<https://opcug.ca/events/springcleanup/>

**SPECIAL
OFFER!**

2 for 1



Our membership offer isn't that hard

Buy a one-year membership (\$20) and
get an additional year absolutely free!

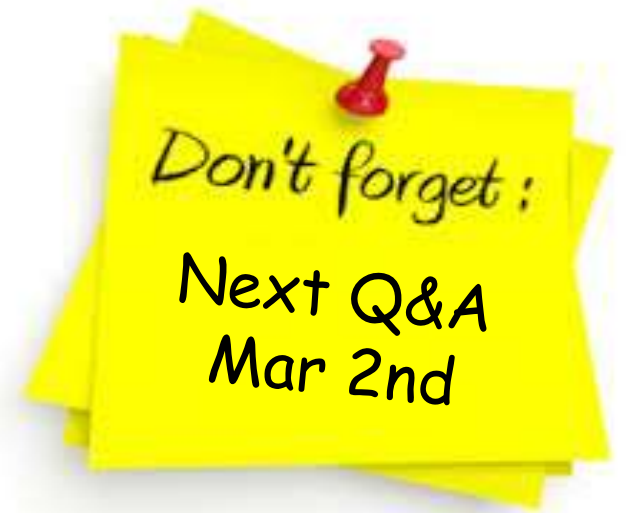
(But, only until March 31st)

Already an OPCUG Member?



Don't renew your membership !

Your membership
expiry date will be
extended by another
year at no cost



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

SuggestionBox@opcug.ca

