



Alan German & Chris Taylor
Ottawa PC Users' Group

June 22, 2022

Share

100 Q&A sessions over Zoom

- **April 29, 2020** — began weekly Q&A sessions over Zoom
- **June 1, 2022** — 100th Q&A session over Zoom
- **726 topics** covered
- **3,423 participants**

Thanks to all who

- shared
- asked questions
- gave answers
- attended

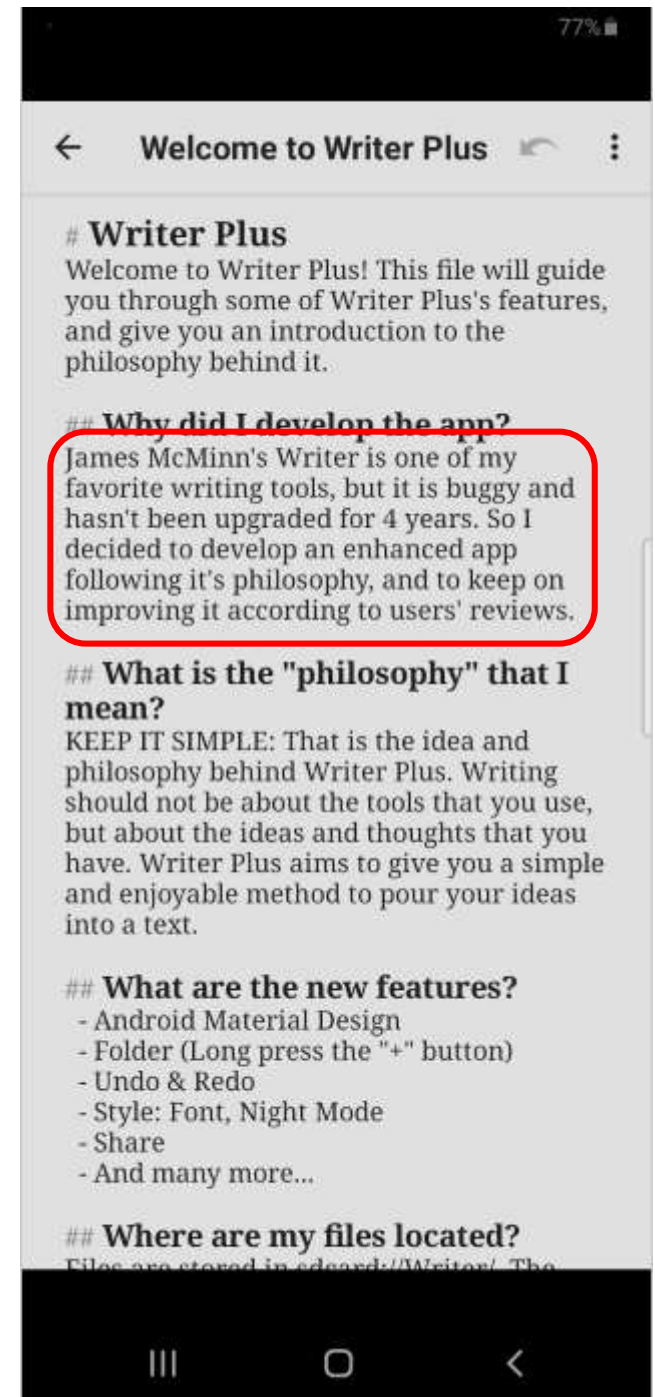


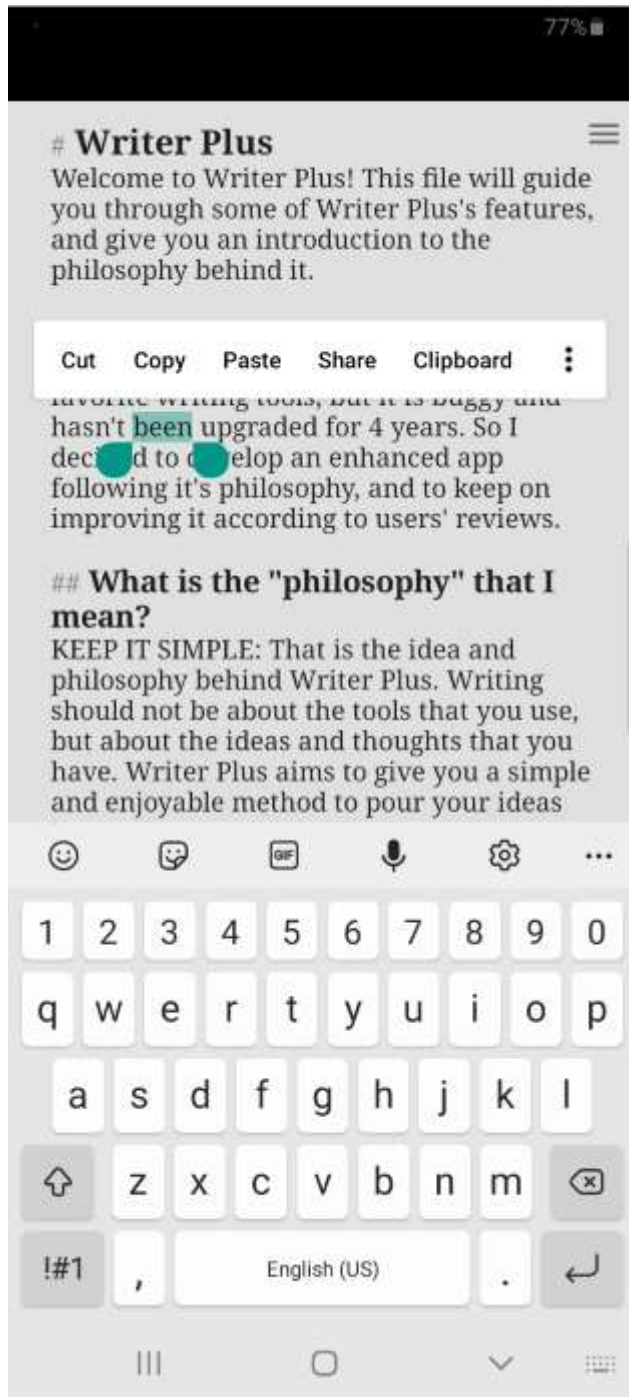


How do I...

16. Select a block of text?

17. Copy it, cut it or paste it?





Many on-screen displays work the same way:

- Long-press (click and hold) on the screen
- Text selector pops up
- Drag the left and right anchor points to select the desired text (there can be a Select-All option)



- Options include:
 - Copy
 - Cut
 - Paste

And, you can use on-screen keyboard's delete key



How do I...

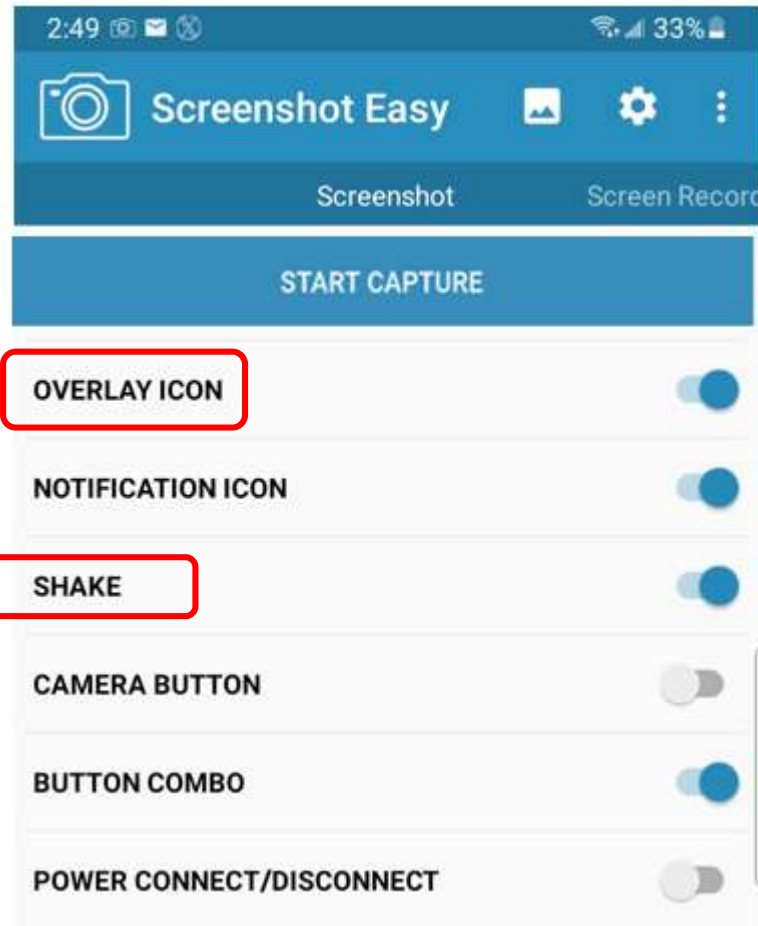
10. Copy a section of the screen image?



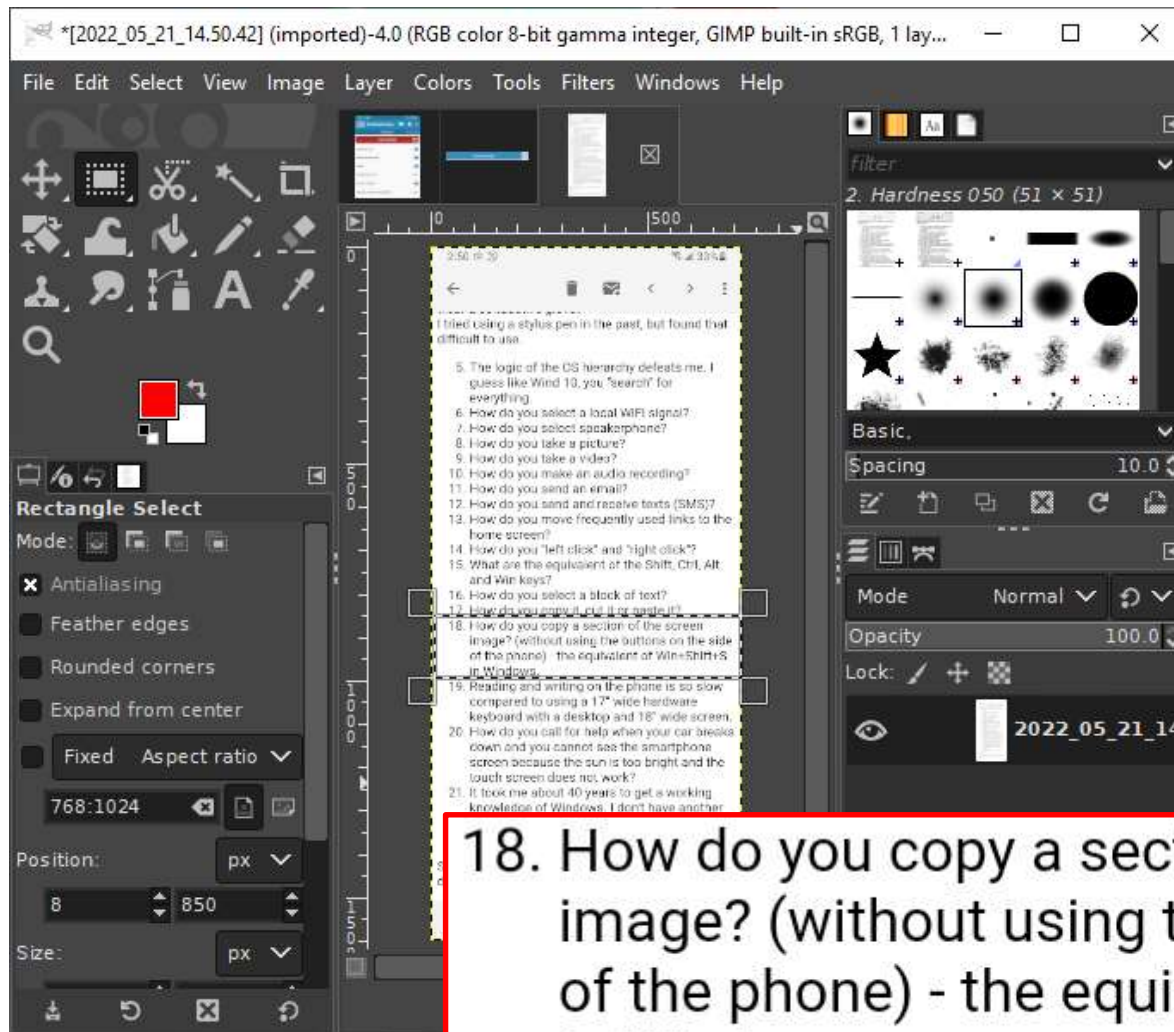
*Power + Volume-down
(Full screenshot)*

**(without using the
buttons on the side
of the phone)**

- Use an app (Screenshot Easy) to take an image of the entire screen



- Use an image editor to crop the required section



- Use an app that will pre-select an area for the screenshot



<https://play.google.com/store/apps/details?id=com.flextrick.universalcropper>

Follow-up

My Cra(py) Appy

- Installation issue for the MyCRA app
- I don't believe it is an app
- Rather, it's a web interface for mobile browsers
- This may explain the installation hiccups

See:

<https://www.iphoneincanada.ca/news/mycra-mobile/>

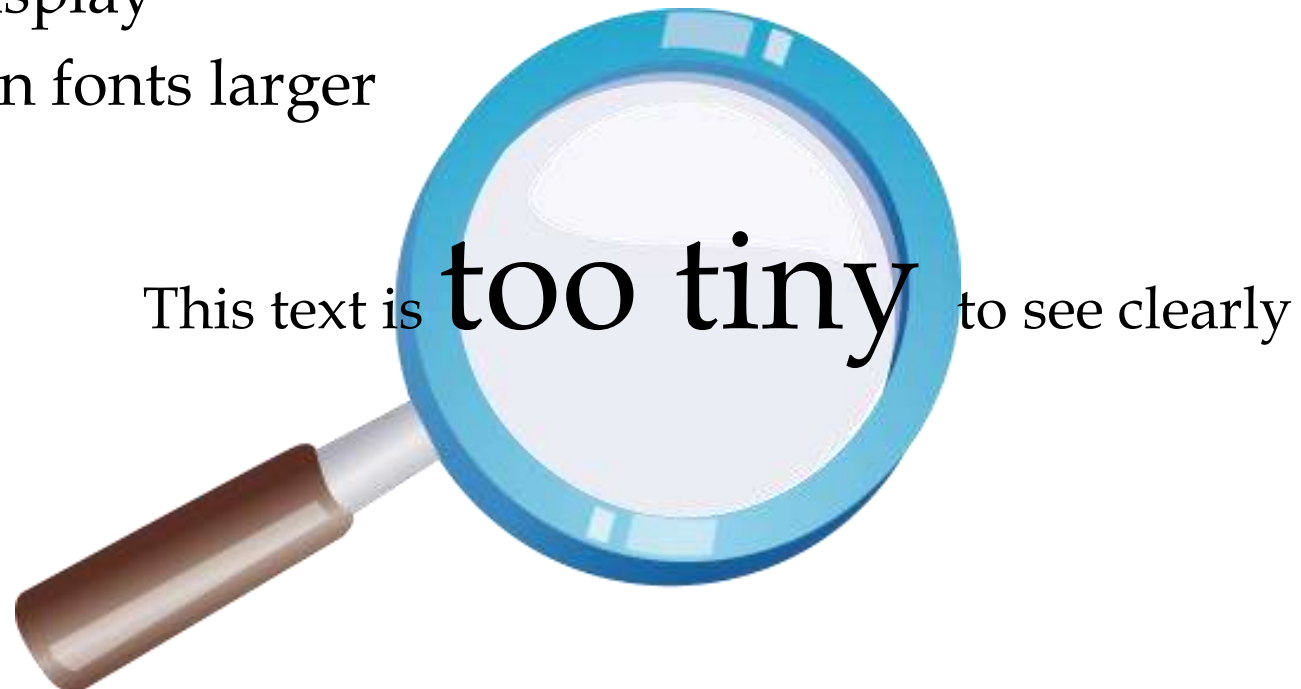


Stewart Bruce

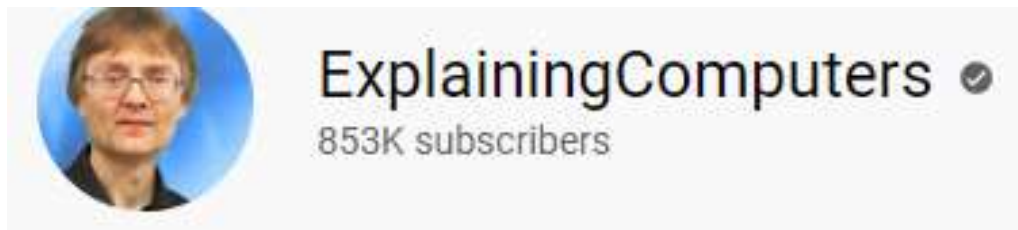


Scale your desktop

- Some of us are getting older – no, really!
- Seeing those tiny characters on things can be a problem
- Windows has a number of solutions
 - Scaling the display
 - Making screen fonts larger



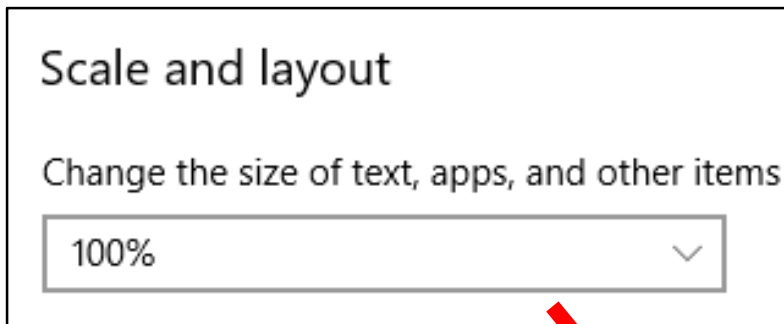
Windows 11 Configuration: Privacy, Desktop Settings & Registry Hacks



<https://www.youtube.com/watch?v=QqLbk-PmX2Q>

Desktop Scaling

Settings – System – Display – Scale and layout –
Change the size of text, apps, and other items



Scale and layout

Some apps won't respond to scaling changes until you close and reopen them.

Change the size of text, apps, and other items



Desktop Text Size

Settings –Ease of Access – Display –
Make text bigger

Make text bigger

Sample text

Drag the slider until the sample text is easy to read, then click Apply

A  A



Make text bigger

Sample text

Drag the slider until the sample text is easy to read, then click Apply

A  A

Apply

Make Everything Bigger!

Settings –Ease of Access – Display –
Make everything bigger

Make everything bigger

Change the size of apps and text on the main display

125% (Recommended)





OTTAWA

PC NEWS

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ARTICLE

Scaling Windows *by Chris Taylor*

With the myriad of monitor sizes and resolutions, it's little wonder that Windows has a hard time displaying things so they are just the right size for me ... or you. Microsoft has made great strides in giving us control over this but it's a work in process. If you find things in Windows uncomfortably large or small, try out the following adjustments. But be prepared to tweak a lot and perhaps live with some oddities.

Scaling text

Some people prefer to just adjust the size of text so it is readable, as opposed to all screen elements. Text scaling to the rescue ... sort of ... maybe.

Click the Start button | Settings . Select *Ease of Access* | *Display*. Use the slider *Make text bigger* to scale text in programs while leaving other screen ele-

...perhaps live with some oddities.

<https://opcug.ca/Articles/2010NEWS.pdf>

Scale and layout

Some apps won't respond to scaling changes until you close and reopen them.

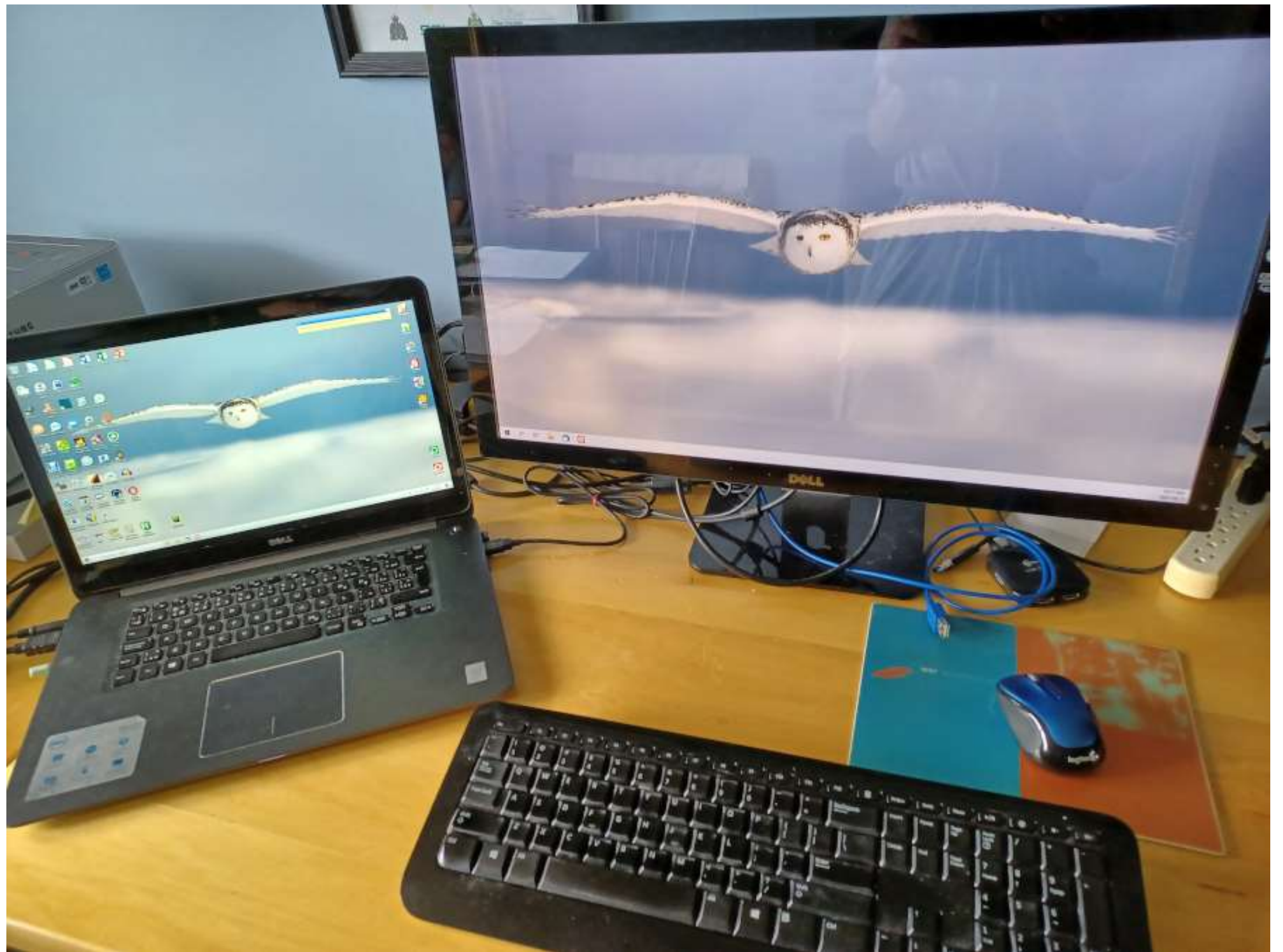
Change the size of text, apps, and other items

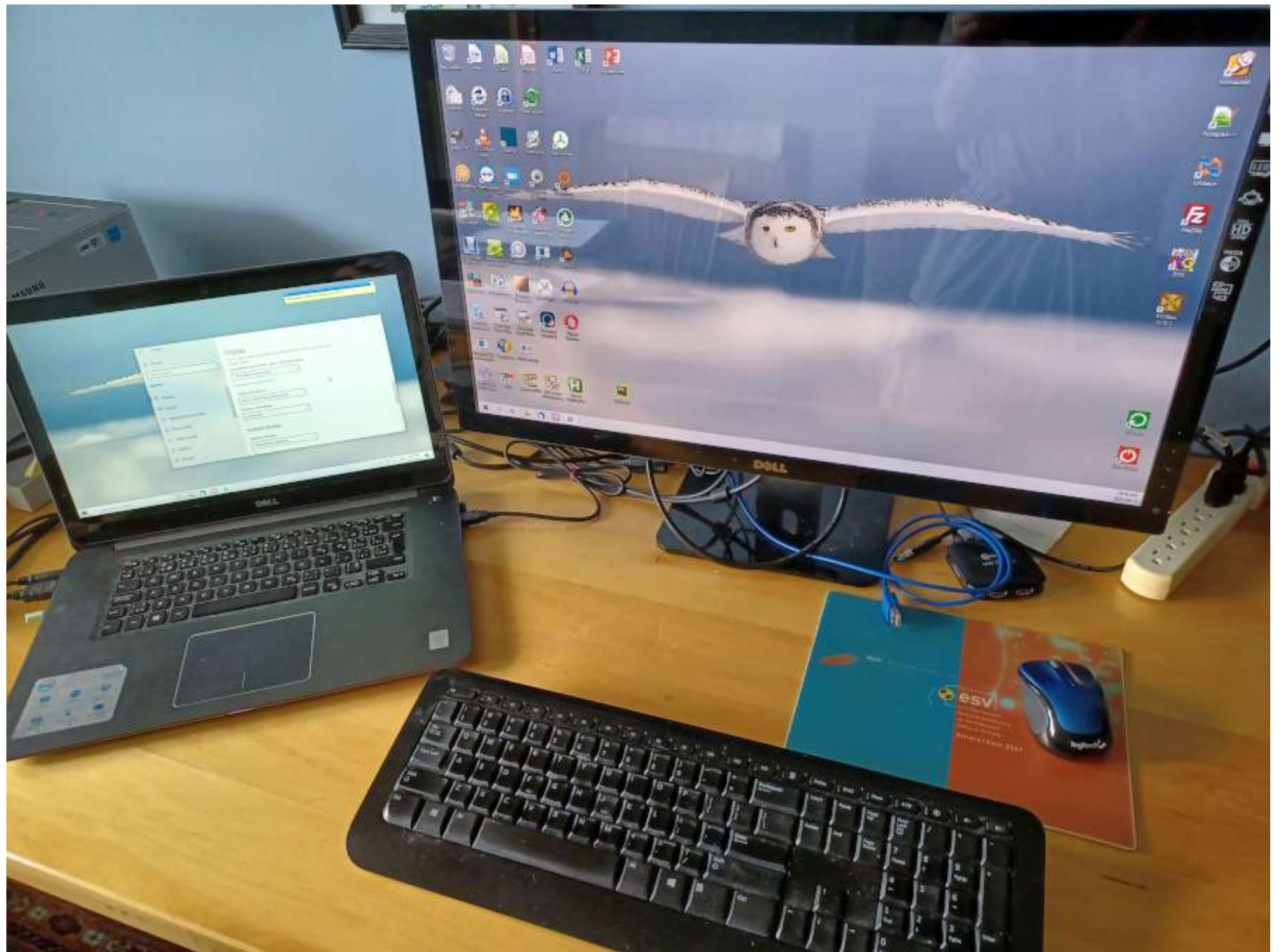
A screenshot of a macOS system settings dropdown menu for scaling. The menu is open, showing the selected option '125% (Recommended)' and a small downward-pointing chevron icon on the right side of the dropdown box.

125% (Recommended) ▾

Apply 125% scaling to dual-monitor setup
(15" laptop and 27" secondary monitor)

Note that is “recommended”







Forticlient

- Does anyone have any opinions about the security product Forticlient, especially when it is running alongside Windows Defender?
- One PC here came with this app and we have been wondering if it adds any value to the system.



Fortinet FortiClient
Endpoint Security Suite

<https://www.avfirewalls.com/FortiClient.asp>



Android Emulators (Bluestacks)

Are emulators such as Bluestacks safe to use on a PC in order to run Android apps in Windows 10?



World's #1 App Player
Accelerated by the power of the mobile cloud

<https://www.bluestacks.com>

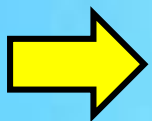


Weather Network Connection

- The Weather Network software on my PC won't accept my postal code so I can't complete the required information
- I have deleted the previous (2020) version of the software
- The latest version v(4.0) is causing the problem
- The website claims I have an ad-blocker extension which needs to be disabled
- If I have an ad blocker, I don't know where it's located since I never installed this Chrome extension.

Video and Audio Tools Series

- How to download videos and audio from YouTube using Video DownloadHelper
- How to download or capture videos using Debut Video Capture and Screen Recorder Software
- How to do still and video screen capture using ScreenHunter Pro all-in-one screen capture and screen recording software
- How to capture (rip) audio from a video file and how to take a screenshot of the current video frame using GOM Player
- How to rip your CD's to MP3's using Express Rip CD Ripper
- **How to edit the tags (metadata) for your MP3's**



Music 'Tags'

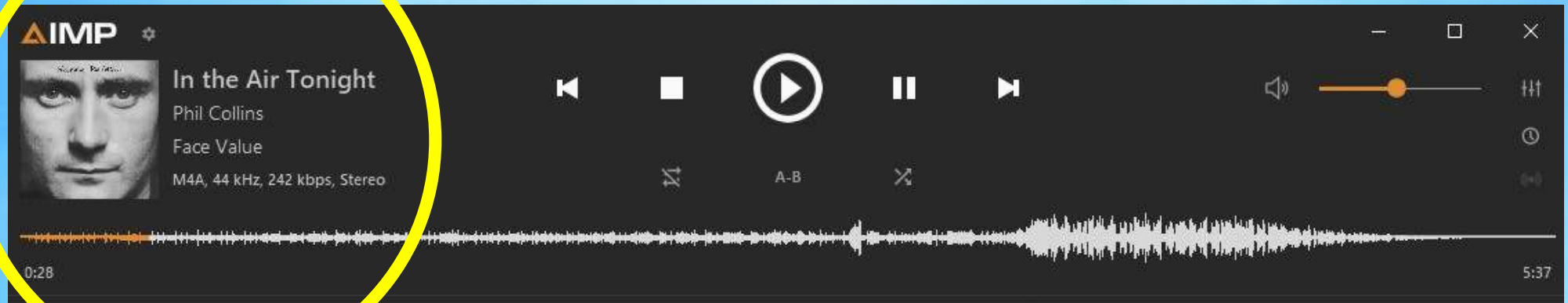
- A 'Tag' is a set of information embedded into a digital music file (MP3, M4A, etc.) to give information about the file such as:
 - the artist's name,
 - the name of the song,
 - the album name,
 - the track number,
 - a picture of the album cover or of the artist,
 - the music genre,
 - etc.
- The tag is read by the music player (computer, smartphone, vehicle infotainment system, etc.), and selected information from the tag is displayed.
- Tag information can also be used to sort and catalogue the file.

Music 'Tags'

- 'ID3' is the de facto (although unofficial) standard for metadata in MP3 files. Some music tagging apps even have 'ID3' in their name. For more detailed info on ID3 see <https://en.wikipedia.org/wiki/ID3>
- Tag information in any particular music file can range from
 - Nothing (e.g. a music audio file ripped from a video), to
 - Partial (e.g. a file ripped from a CD), to
 - Complete (e.g. a file downloaded from iTunes).
- The completeness is often a function of where the file came from.

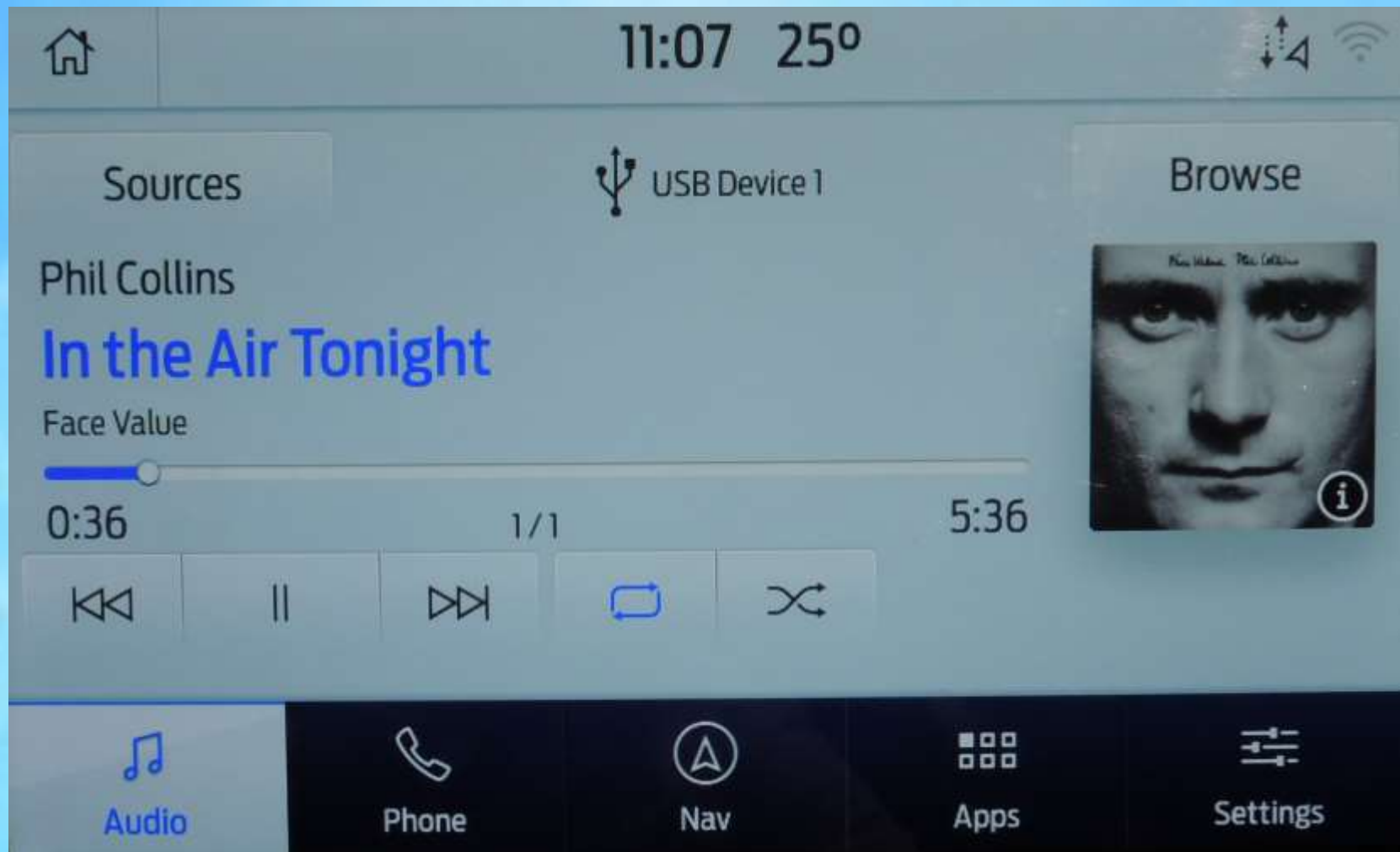
We're going to take a more detailed look at tags and tagging, and how you can create and edit them.
There is an Appendix at the end of this deck with more info on ID3

How a Tag Is Displayed



How tag info is displayed in the AIMP Audio Player

How a Tag Is Displayed



How the same tag info is displayed by a car infotainment system

How a Tag Is Displayed



If there is no artwork in the song's tag, the same car infotainment system will reference the artist's name and pull down a picture of the artist from an online database and display that. If that doesn't work, the system will take its best guess at the music genre, and display a generic picture for that genre. In this case, it guessed the genre was 'Roots'.

MiniTagging – The Filename

- In the absence of any actual embedded tag information, MOST music players will take and display the artist name and the song title if the name of the file is in the format '*artist name - song title.mp3*' (e.g. '*Phil Collins - In the Air Tonight.mp3*').
- SOME music players will ALSO display the name of the album if the album title is added to the filename in parenthesis (e.g. '*Phil Collins - In the Air Tonight (Face Value).mp3*'), although some other music players will just append the album name at the end of the song title if room permits (maximum field length for title, artist and album is 30 characters each).
- MOST music players will display the information in the embedded tag *if it exists*, and otherwise ignore the filename info.

MiniTagging – The Filename

- You should get the filenames of your music files sorted out BEFORE you start working on the tags, if for no other reason than making sure you get the tag info for the file correct, and also to help organize your files.
- The suggested filename format is '*artist name – song title (album name or performance info).mp3*' (e.g. '*Phil Collins - In the Air Tonight (Face Value).mp3*').
- If the order the files are played in is important (e.g. a movie soundtrack or a (rock) opera), you should add the track number to the beginning of the filename (e.g. '*04 Jeff Wayne – Forever Autumn (War of the Worlds) CD.mp3*').

There is an Appendix at the end of this deck with more info on filenames



Wide Angle Software's Music Tag:

- **Enables you to manually add, edit or remove tags from files of a range of audio formats including MP3, M4A, MP4, WMA and FLAC.**
- **Uses digital fingerprinting technology to identify your music and then downloads the correct artwork and other data like Artist, Song Title, Album and more. Music Tag can recognize over 35 million music items.**
- **Is compatible with iTunes and Windows Media Player libraries so you can drag and drop music directly into Music Tag to start tagging.**



- Music Tag costs CDN\$26.00, although deals are often available.
- A free trial version is available so you can try before you buy. The trial version will allow you to add and download data from as many files as you want, but you will only be able to save one file.

Music Tag website

<https://www.wideanglesoftware.com/musictag/>

Music Tag Manual

<https://www.wideanglesoftware.com/musictag/help/userManualPDF/musictag.pdf>

Tag Editors to Consider

- [Music Tag](#) (Free limited trial, CDN\$26 to buy)
- [MusicBrainz Picard](#) (Free)
- [MP3Tag](#) (Free)
- [TigoTago](#) (Free) Spreadsheet-like interface
- [AIMP](#) (Free) Audio player with tag editor
- [MediaMonkey](#) (Freemium) Media player and media library (Standard Version - Basic functionality - Free, Gold - Full functionality - US\$24.95, Lifetime Gold US\$49.95).

[10 Best Tools to Tag MP3s and Edit Metadata](#)

Note: Several music player apps have some tag editing capability built in

A Note About Online Reviews

In doing this series, I frequently Googled 'Best *app category*' (e.g., 'Best screenshot apps'). In doing this I found that I had to look at several 'Best' review sites to get an balanced comparison of the various apps in the category. Some sites are biased by sponsorships of one or more of the apps they are supposedly reviewing, some sites don't do their own reviews so they attempt (usually badly) to cobble together the info from several other sites, etc.

I am suspicious if I see a list made up of apps that no one else has reviewed. One thing I look for is two or three apps that are well reviewed by several sites.

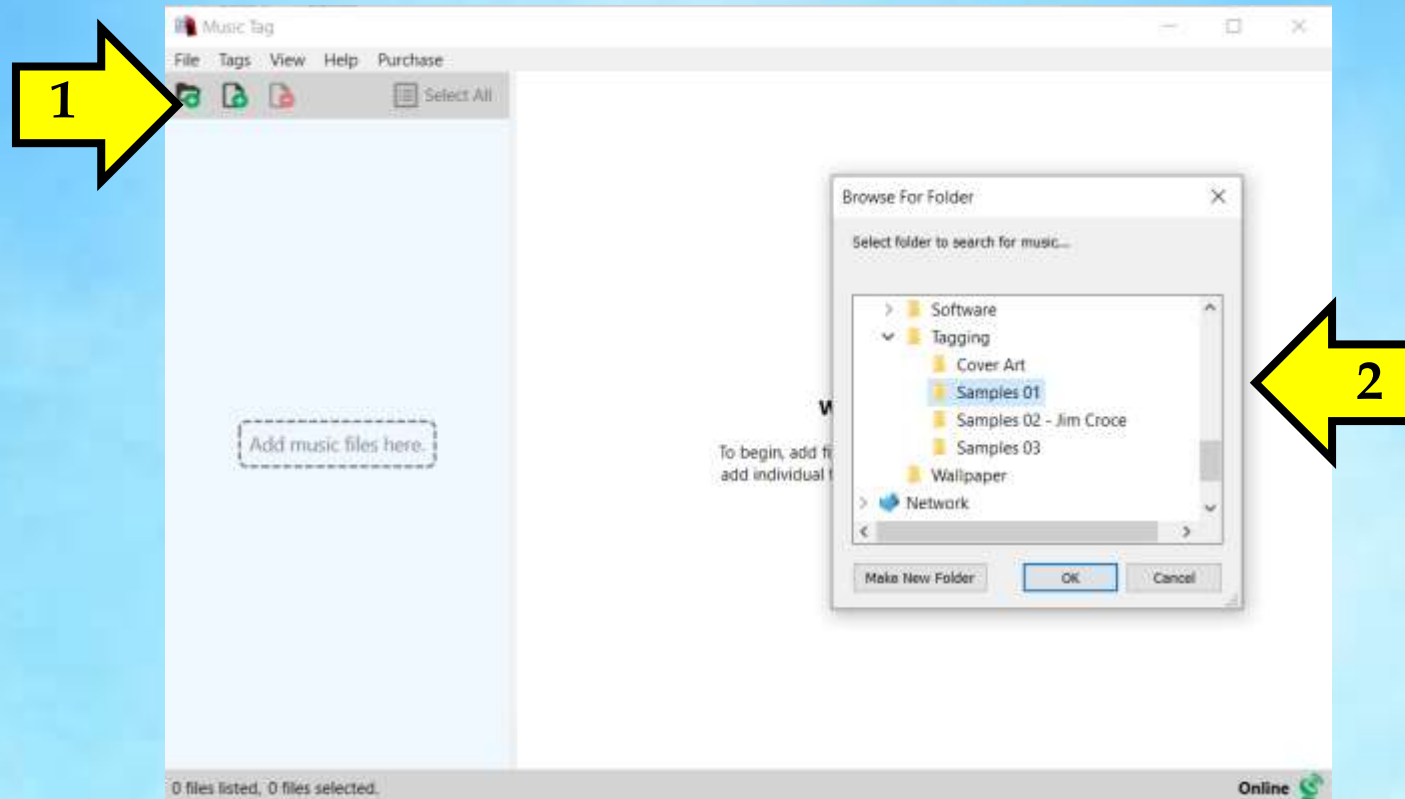
Wikipedia also has some good information comparing the features and capabilities of several apps in the same category.

Music Tag's Basic User Interface



- 1 – File management ('Search for Files', 'Add Files', etc.)
- 2 – 'Select All' files icon (Selects all files currently in the File Window)
- 3 – File Window
- 4 – Tagging Window
- 5 – Online Status – Tells if you're connected to the online database

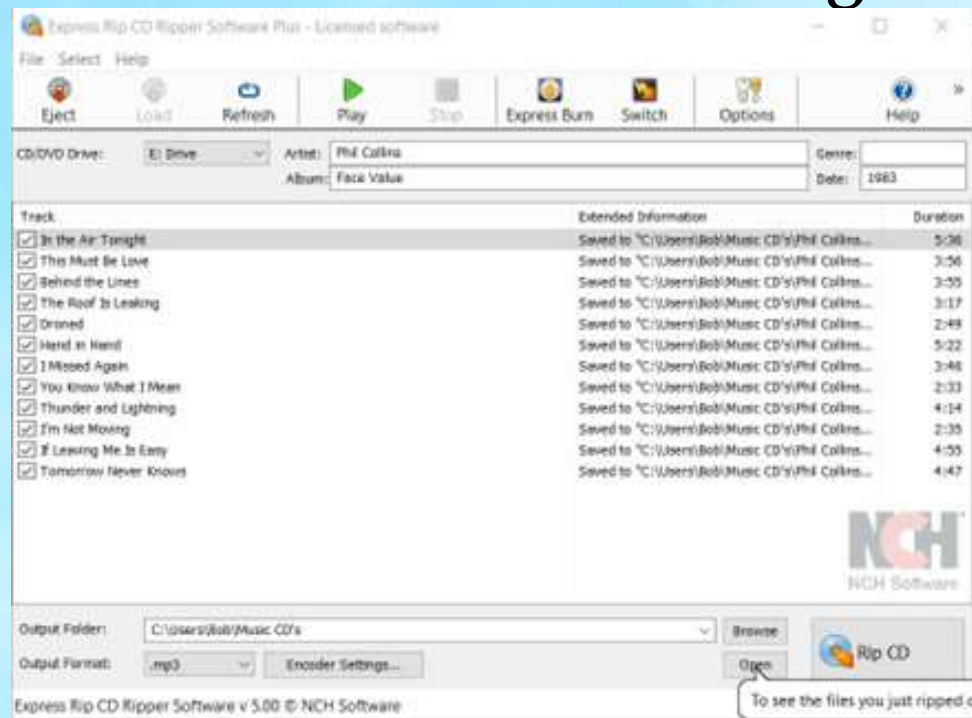
Adding Files to Music Tag



- Click on the (1) 'Search for Files' icon to bring up the (2) 'Browse for Folder' box. Navigate to the folder that has the files you want to tag in it, and click on 'OK'.
- You can add more files to the File Window by repeating this step one or more times.

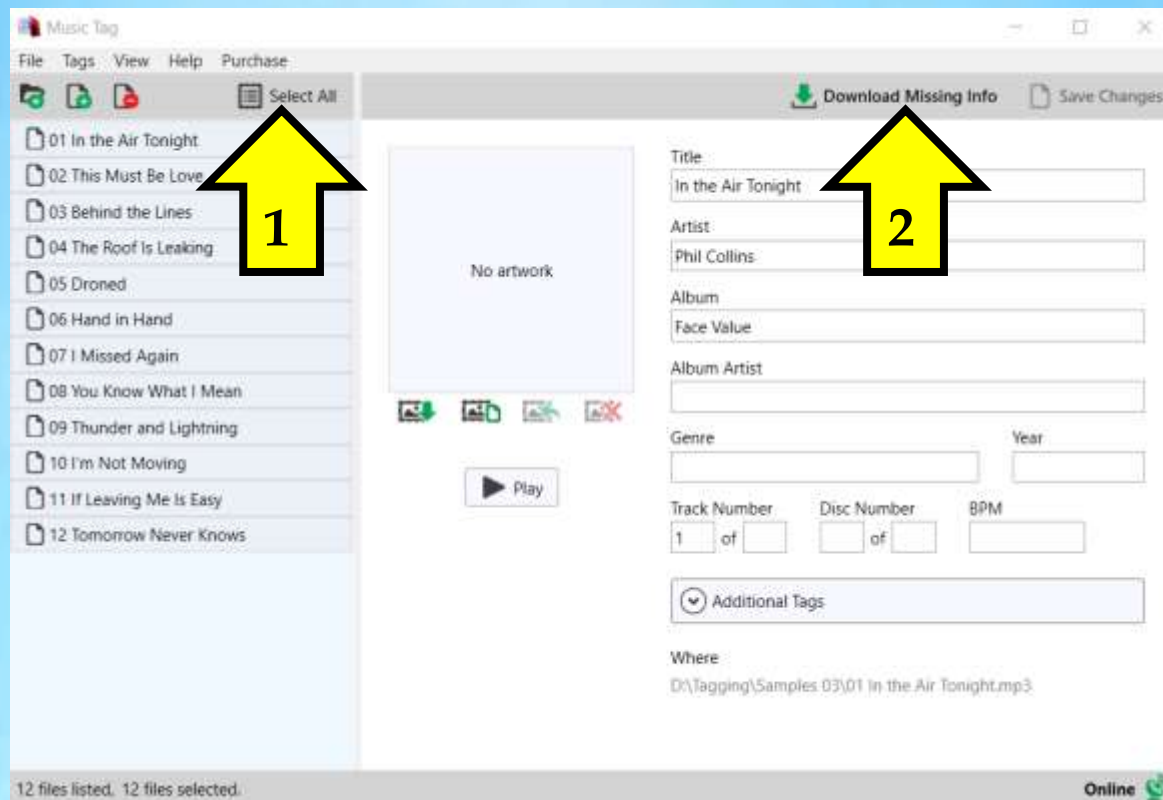
Tagging Files with Incomplete Info

Often when ripping MP3's from CD's or any other source, there is some tagging info but it is incomplete. The basic info (song title and artist's name) may be there but other tagging info is incomplete, and the album artwork is often missing.



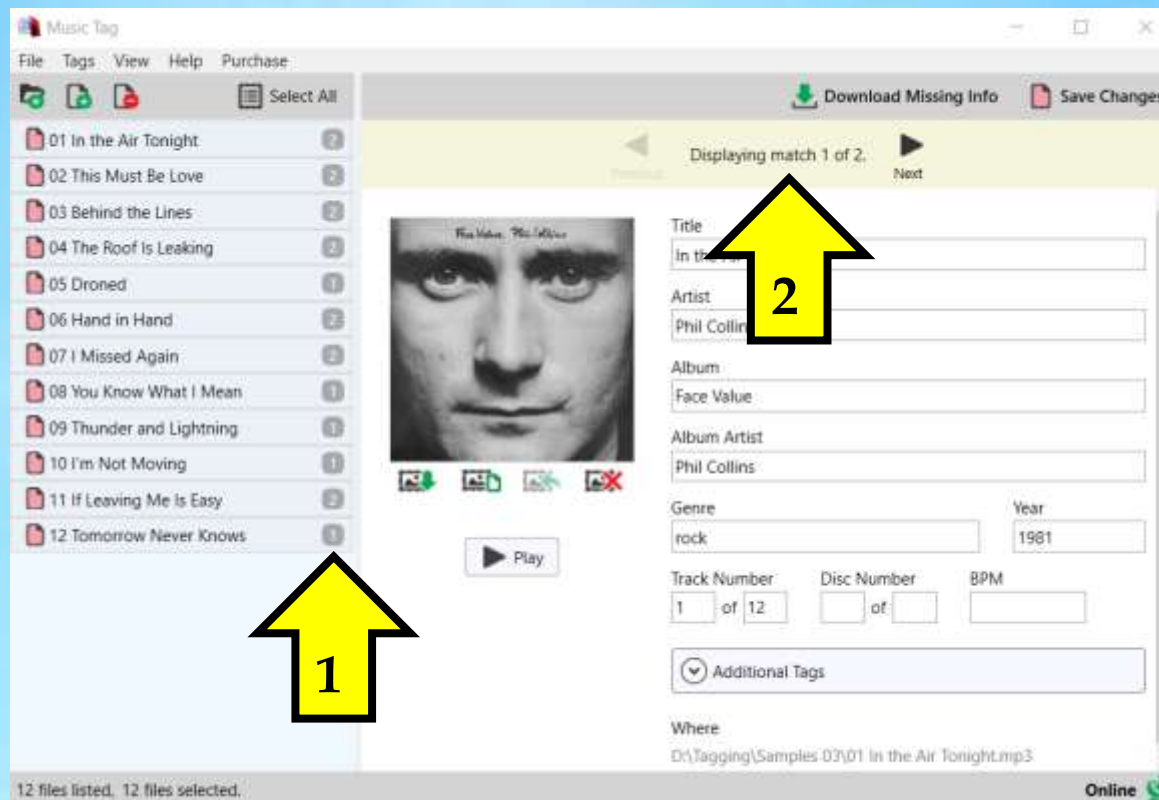
Screenshot of a rip from a CD using Express Rip

Tagging Files with Incomplete Info



- In this case we've selected some MP3's ripped from the Phil Collins CD '*Face Value*' that has the basic tagging info but no artwork. We've clicked on the (1) 'Select All' icon, and the tagging info for the first file ('*In the Air Tonight*') has been loaded in the tagging window.
- Now click on (2) 'Download Missing Info'.

Tagging Files with Incomplete Info



- Music Tag has gone to its database and loaded extra tag info as well as the album cover artwork for ALL the tracks.
- Note that beside each file there is (1) a box showing the number of alternate choices you have for the tagging info, and when you click on a file with more than one choice a (2) 'Displaying match 1 of x' dialogue comes up that lets you go through the alternate choices, usually for the artwork. If you are satisfied with one of the choices, click on 'Save Changes', then click on the next file.
- Go through each file in order to check the tag info is correct, review any alternate choices if necessary, make any changes needed, and save the changes before moving to the next file until you are done.
- Note that if you close Music Tag without saving the changes for EACH file you probably WILL NOT get a prompt to save any unsaved changes.

Tagging Files Without Tag Info

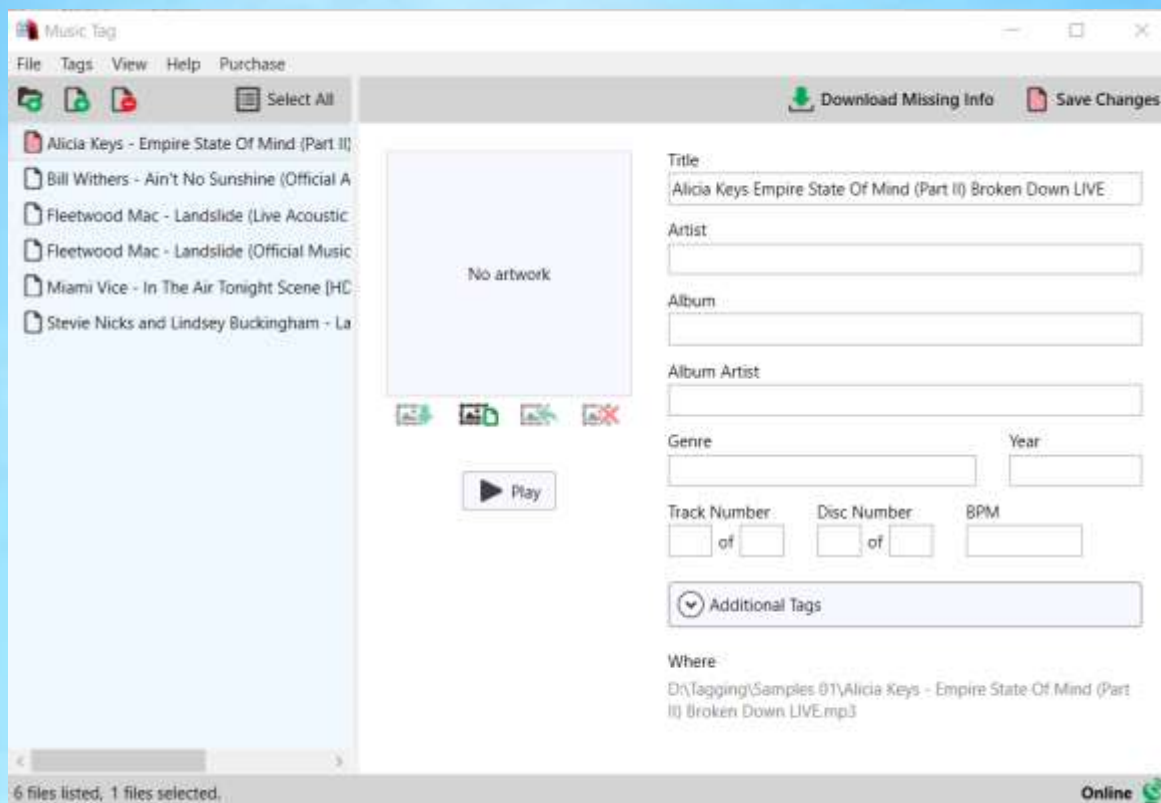
- Now we're going to look at tagging some music files ripped from music videos. These files don't contain any tagging info, and any info that comes up in any of the boxes in the Music Tag 'Tagging Window' is derived from the filename.
- This same process applies to files ripped from CD's where the only info that came across is 'Track 1, Track 2, Track 3, etc.'. It also applies to cases when the tag info is incomplete (e.g., missing artwork) or when the info ends up in the wrong boxes and needs to be edited, or when the info is wrong.
- You may need to do a little research and have some notes handy, or the CD cover at hand, for the tagging info. Remember, you can always go back later to add or correct info.

Tagging Files Without Tag Info

You may also try clicking on 'Download Missing Info', either in 'Select All' mode or on a file by file basis, on the off chance that Music Tag can glean enough info from the filename to take a seat of the pants wild ass guess at some of the tag info including artwork.

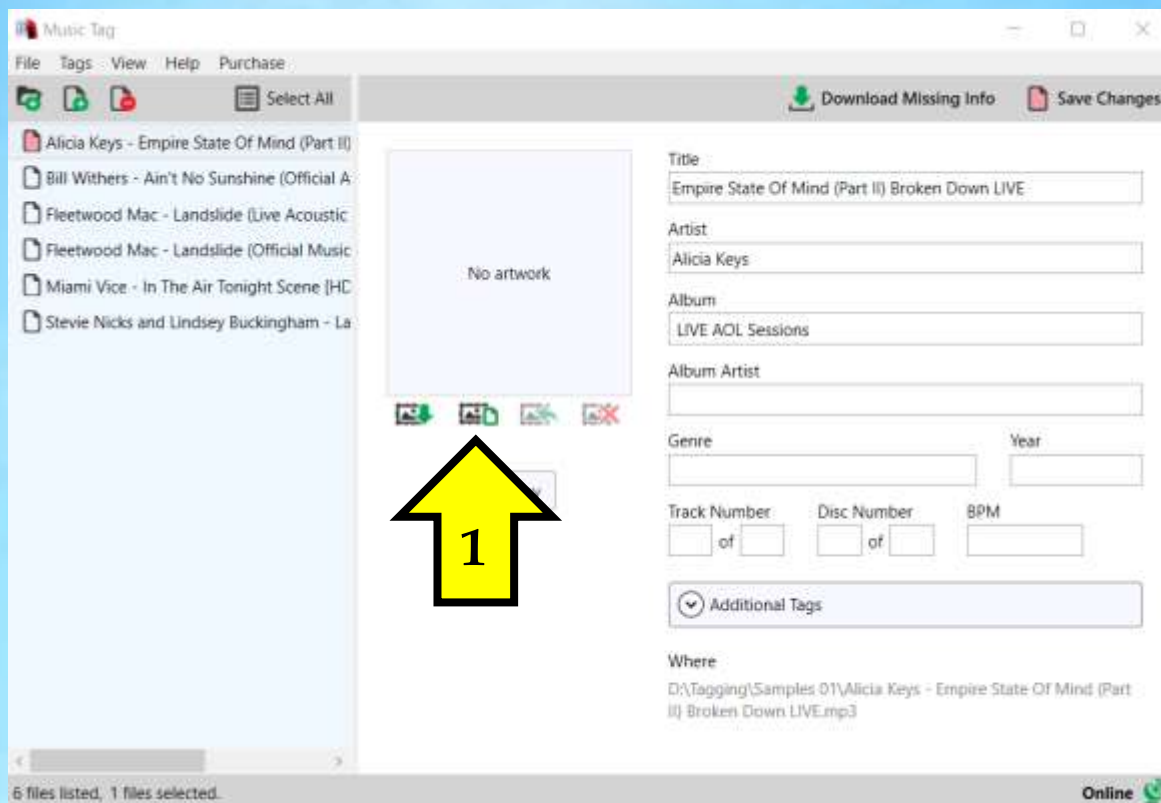
I did this on Bill Withers 'Ain't No Sunshine' ripped from a YouTube video and had 142 different matches to consider. After looking at the first 40 or so matches for the correct album cover artwork, I gave up and got the artwork from Google Images.

Tagging Files Without Tag Info



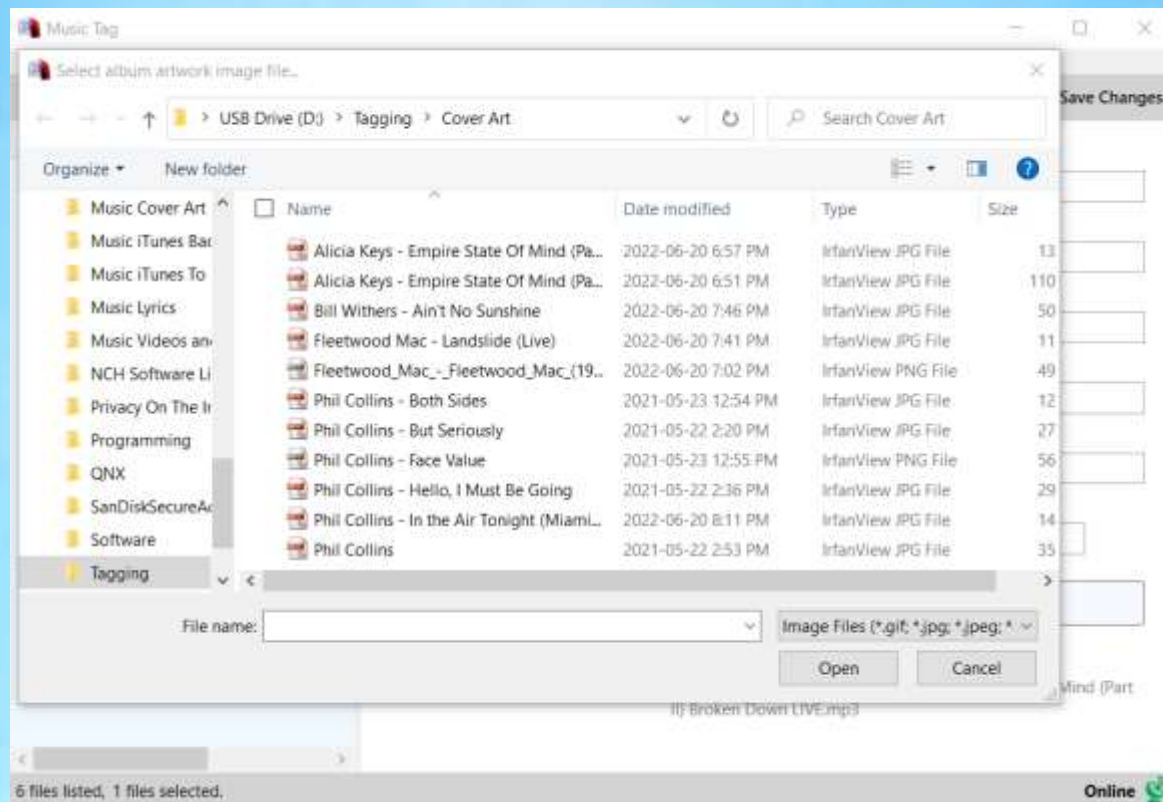
- In this case we've selected some MP3's ripped from music videos with no tagging info in them. By clicking on the first file, any info in the 'Title' box is from the filename, but some of this info is in the wrong box. You can cut and paste, or just type the info in the right places. Fill in the info you want (as a minimum you need the 'Title' and the 'Artist'). If the song isn't from an album, you can put the performance info or info like 'Official Music Video' or 'Live at Wembley Stadium 2010' in the 'Album' box instead.

Tagging Files Without Tag Info



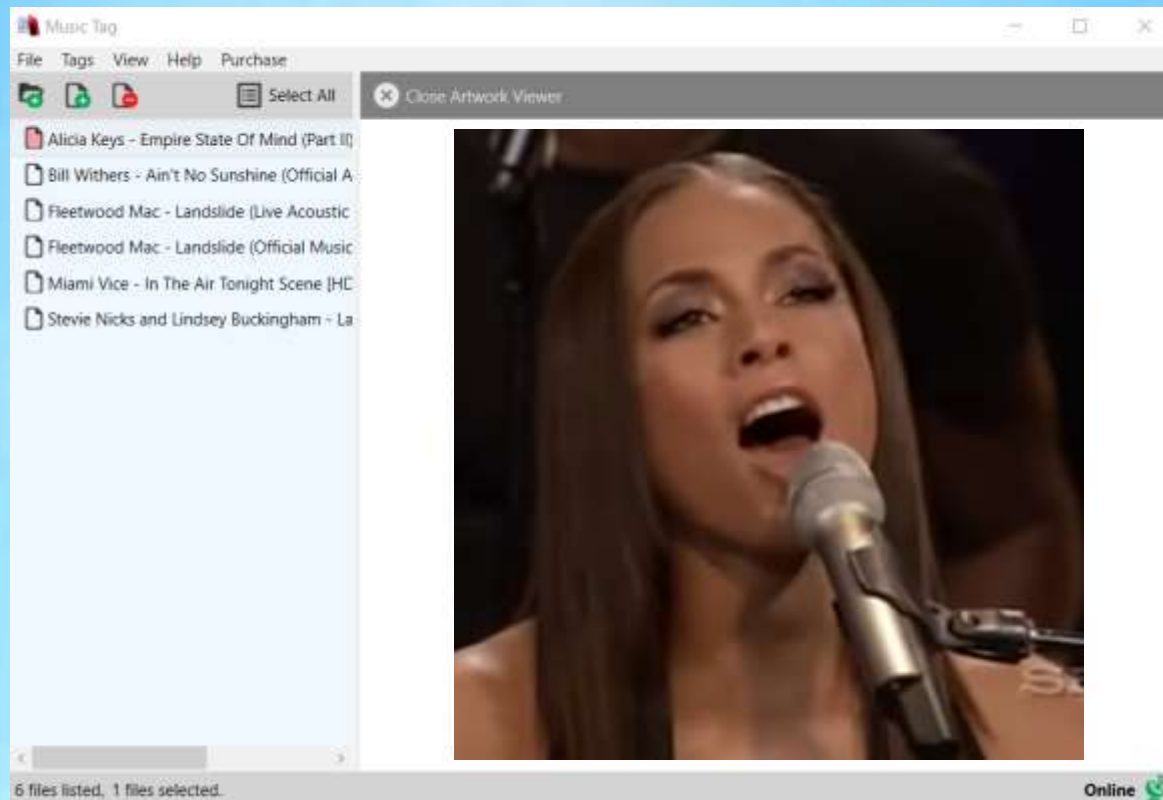
- Once all the text info is complete, in this case we'll click on the (1) 'Load Artwork From File' icon. Before starting this tagging exercise I found and downloaded the artworks required into individual files (more on this later).

Tagging Files Without Tag Info



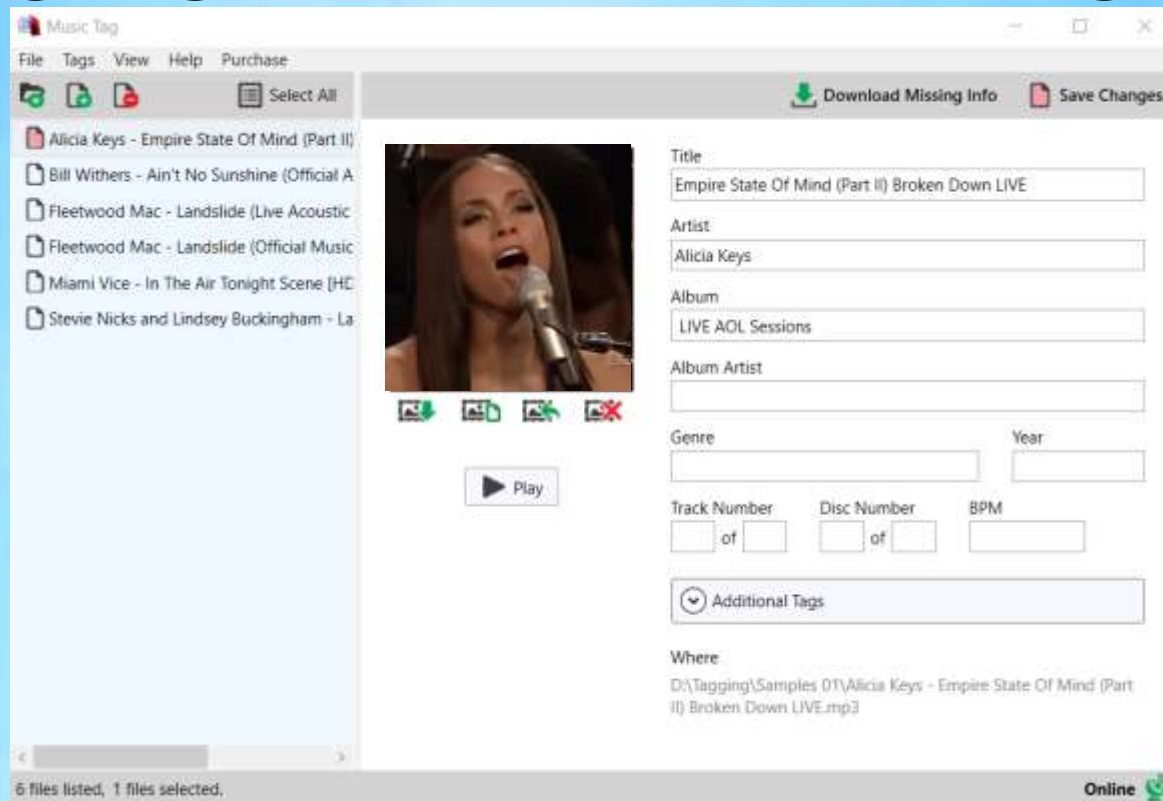
- This will bring up the 'Select album artwork image file' box. Select the file you want and click on 'Open'. Note that we will be looking at sourcing the artwork in more detail later.

Tagging Files Without Tag Info



- This will bring up the chosen artwork in the 'Artwork Viewer'*. Click on the 'Close Artwork Viewer' icon.
- * - Sometimes the artwork will load directly into the tagging window if the artwork chosen agrees with the Music Tag database's choice.

Tagging Files Without Tag Info



- Now you can see all the tag info for this file. If it is OK, click on 'Save Changes' and move on to the next file.
- When all the files are processed, close the 'Music Tag' window and double check how the tags info displays in your music player.

Where to Get Artwork

You may have to provide the artwork yourself:

- **If Music Tag can't find the correct album cover artwork, or**
- **If you're using the album name of the original album instead of the compilation album you got the song from, or**
- **If you're tagging a song ripped from a video for which there is no album cover but you still want a picture for the tag**

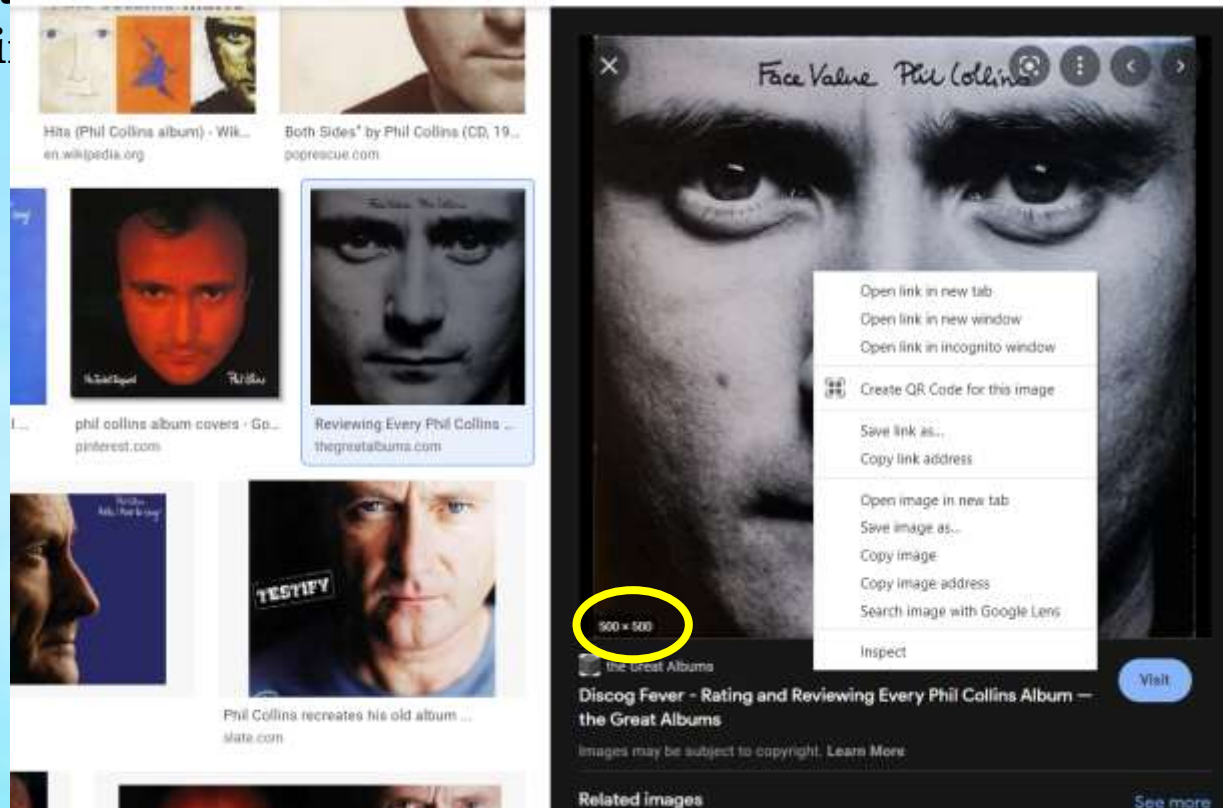
Artwork Specs

- Artwork for tags should be square.
- Most music players don't display beyond 300 by 300 pixels, and so anything beyond 600 by 600 pixels is excessive, and will unnecessarily increase the music file's size.
- Due to the limited display area and resolution, the image shouldn't be very detailed or busy.
- If the artwork you've sourced isn't square and/or is too big, you will need to edit it with something like [IrfanView](#)* or another image editing app of your choosing.

* - IrfanView is an image viewer, editor, organiser and converter program for Microsoft Windows. It can also play video and audio files, and has some image creation and painting capabilities. IrfanView is free for non-commercial use. OPCUG has had several presentations on IrfanView over the years. It is great for basic image editing, including cropping and resizing.

Artwork Sources – Google Images

One of the best sources of album cover artworks is [Google Images](#). Search for 'artist name' 'album name' or 'artist name' 'album covers'. When you click on one of the choices, you will get an enlarged image on the right hand of the screen. When you hover over the enlarged image, the size of the image in pixels will display in the bottom right corner of the image (in the yellow oval below). If you right click on the image, the menu that pops up will have a choice to 'Save image as ...' if you want to save the image directly to a file that can be loaded into the tag, or a choice to 'Copy Image' if you want to copy the image to an image editor for further editing.



Other Artwork Sources

If the music file to be tagged came from a video, you may want to take a still screenshot from the video. See previous presentations in this series '*How to do still and video screen capture using ScreenHunter Pro all-in-one screen capture and screen recording software*' and '*How to capture (rip) audio from a video file and how to take a screenshot of the current video frame using GOM Player*' for ways to do this.

You may want to use a picture of the artist as the tag artwork. Google Images is a good source of those pictures.

If you only have one or two songs from a particular artist, and don't want to spend the time to find a suitable image, you can use a generic image like the one shown below. Remember, you can always replace it later if you find a better image.



**This is the end (so far) of the
Video and Audio Tools Series
of presentations. If you have
any suggestions for additional
topics, send them to
SuggestionBox@opcug.ca**

URL's

Info on the ID3 tagging standard

<https://en.wikipedia.org/wiki/ID3>

Music Tag website

<https://www.wideanglesoftware.com/musictag/>

Music Tag Manual

[https://www.wideanglesoftware.com/musictag/help/
userManualPDF/musictag.pdf](https://www.wideanglesoftware.com/musictag/help/userManualPDF/musictag.pdf)

IrfanView Image Editor

<https://www.irfanview.com/>

Google Images

<https://images.google.com/>

URL's for Tag Editors

MusicBrainz Picard

<https://picard.musicbrainz.org/>

MP3Tag

<https://www.mp3tag.de/en/>

TigoTago

<http://tigotago.com/>

AIMP

<http://www.aimp.ru/>

MediaMonkey

<https://www.mediamonkey.com/>

10 Best Tools to Tag MP3s and Edit Metadata

<https://www.online-tech-tips.com/free-software-downloads/mp3-metadata/>

Appendix 1:

Format of Song Filenames

Format of Song File Names (1 of 3)

The format for naming music files is important for finding and sorting files as well as for displaying the information of the song in the music player. Most music players and music database applications will get the information from the 'tag' built into the mp3, m4a, etc. file, but where the tag information is missing the most important information is taken from the filename if the filename is formatted '*artist name - song title.filetype*' (e.g. '*Fred Biscuit - Spiffing My Biffy.mp3*'). That is a minimal format. A more complete format is:

artist name - song title (album name and other metadata) source.filetype

Artist Name: The name of the individual artist or group. If the group name starts with 'The' leave that in. If there is a main artist with a guest artist, put the main artist's name first, then 'ft' or 'ft.' for 'featuring' (e.g., '*The Fuddles ft Joe Blow*'), or 'with' (e.g., '*The Fuddles with Joe Blow*'). In the artist's name section don't use special characters like parenthesis, etc. If two or more artists have equal billing, separate their names by a comma or the word 'and' or an ampersand (&).

Separate the 'artist name' section from the 'song title' section with a space, a dash and another space.

Format of Song File Names (2 of 3)

Song Title: The name of the song. It may be necessary to abbreviate really long song names. In the song title section don't use special characters like parenthesis, etc.

Separate the 'song title' from the 'album name and other metadata' with a space.

Album Name and Other Metadata: If the song comes from a specific album, list the album title first. If the album title is something like '*The Best of Alvin Belistoc and the Family Band*', then the '*Alvin Belistoc and the Family Band*' part can be left off the album title since that information is already in the "Artist Name" section. Sometimes the term '*Greatest Hits*' is abbreviated to 'GH'. Other metadata can include information such as '*Live*', '*Remastered*', '*Live from the Oscars*', '*Single*', '*EP Single*', '*Live at Wembley Stadium 2012*', etc. The '*album name and other metadata*' is surrounded by parentheses (). If the song came from a compilation album (e.g., '*The Best of Disco*'), you may want to put the name of the album the song originally came from.

Source: This describes where the song came from and is optional. Examples include 'iT' for '*iTunes*', 'CD' for '*Compact Disc*', 'VR' for '*Vinyl Record*', 'YT' for '*You Tube Video*', etc. This information can be useful in case your computer file becomes corrupted and you have to re-source the material. The '*Source*' may or may not be surrounded by parentheses.

Jan Z ft. Alicia Keys - Fading State of Mind (The Hits Collection Vol. 1) iTunes

Format of Song File Names 3 of 3)

Track Number: If the order the song are played in is important, such as in a movie soundtrack, an opera or a rock opera, then you should add the track number at the beginning of the filename. If there are ten or more tracks, tracks 1 thru 9 should start with a '0'.

04 Jeff Wayne – Forever Autumn (War of the Worlds) CD.mp3

File Name Extensions: The file name extensions for audio files are usually '.mp3' or '.m4a', although there may be the occasional '.aac', '.ogg', '.wav', '.wma' and others.

File name extensions '.mp4', '.mkv' and '.webm' are the most common for video files, but there are others.

Note: Windows maximum filename length, including the file path to get to the file, shouldn't exceed 255 characters. Even if you are within the Windows limit, excessively long filenames can be cumbersome and unworkable. There is a trade-off between putting as much information as possible into the filename and the length of the filename. That's what tags are for.

Appendix 2:

More Info On the ID3 Standard

Fields In ID3 v1.1

Field	Length	Description
header	3	"TAG"
title	30	30 characters of the title
artist	30	30 characters of the artist name
album	30	30 characters of the album name
year	4	A four-digit year
comment	28	The comment.
zero-byte ^[7]	1	If a track number is stored, this byte contains a binary 0.
track ^[7]	1	The number of the track on the album, or 0. Invalid, if previous byte is not a binary 0.
genre	1	Index in a list of genres , or 255

There are 'unofficial' standards that double some field lengths, but few tagging apps and music players support this.

Genres In ID3

Number	Genre	Number	Genre	Number	Genre	Number	Genre
00	Blues	20	Alternative	40	Alternative Rock	60	Top 40
01	Classic rock	21	Ska	41	Bass	61	Christian Rap
02	Country	22	Death metal	42	Soul	62	Pop/Funk
03	Dance	23	Pranks	43	Punk	63	Jungle
04	Disco	24	Soundtrack	44	Space	64	Native US
05	Funk	25	Euro-Techno	45	Meditative	65	Cabaret
06	Grunge	26	Ambient	46	Instrumental Pop	66	New Wave
07	Hip-Hop	27	Trip-Hop	47	Instrumental Rock	67	Psychedelic
08	Jazz	28	Vocal	48	Ethnic	68	Rave
09	Metal	29	Jazz & Funk	49	Gothic	69	Show tunes
10	New Age	30	Fusion	50	Darkwave	70	Trailer
11	Oldies	31	Trance	51	Techno-Industrial	71	Lo-Fi
12	Other	32	Classical	52	Electronic	72	Tribal
13	Pop	33	Instrumental	53	Pop-Folk	73	Acid Punk
14	Rhythm and Blues	34	Acid	54	Eurodance	74	Acid Jazz
15	Rap	35	House	55	Dream	75	Polka
16	Reggae	36	Game	56	Southern Rock	76	Retro
17	Rock	37	Sound clip	57	Comedy	77	Musical
18	Techno	38	Gospel	58	Cult	78	Rock 'n' Roll
19	Industrial	39	Noise	59	Gangsta	79	Hard rock

The 'official' ID3 genre list has 79 genres. There are 'unofficial' lists that extend this to 191 genres, including Christian Gangsta Rap, Industro-Goth and Shoegaze, but few tagging apps and music players support this.



**Any other:
Questions
Comments
Shares?**

Wireless security

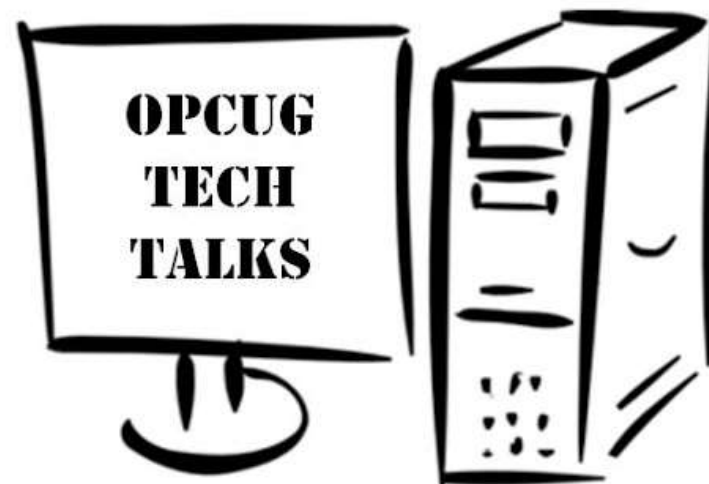
July 4th, 7:00 pm

Most wireless routers do not default to the most secure configuration. Make sure you are not the “low hanging fruit” that someone will decide to attack.

It is surprisingly easy to make sure your router is secure. **Chris Taylor** will show you just how easy it is to do so.

Full details at:

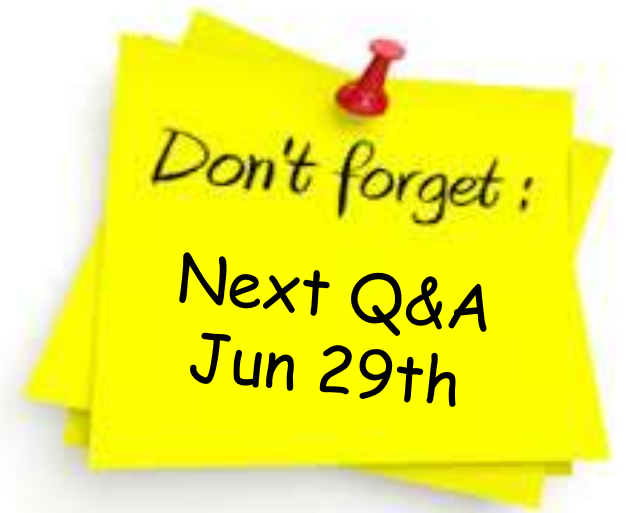
<https://opcug.ca/events/wireless/>



Chris Taylor

Registration required

*Free for OPCUG members
\$20.00 for non-members
(including one-year membership)*



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

SuggestionBox@opcug.ca

