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Ottawa PC Users' Group

July 20, 2022

Follow-up

Windows 11 — yes or no?



- Long history of Windows releases alternating between widely panned and praised

Windows version	Release date	Panned? 	Praised? 
Windows 95	1995-08-24		
Windows 98	1998-06-25		
Windows 2000	2000-02-17		
Windows ME	2000-09-14		
Windows XP	2001-10-25		
Windows Vista	2007-01-30		
Windows 7	2009-10-22		
Windows 8	2012-10-26		
Windows 10	2015-07-29		end of life 2025-10-14
Windows 11	2021-10-05		???
Windows 12	2024 ?? *		???

Share

Windows 10 Blues



Your device ran into a problem and needs to restart.
We're just collecting some error info, and then we'll
restart for you.

85% complete



For more information about this issue and possible fixes, visit
<https://www.windows.com/stopcode>

If you call a support person, give them this info:

Stop code: FAT_FILE_SYSTEM

Stop code: FAT FILE SYSTEM

- Many web postings suggest that corrupted or outdated drivers may be the problem
- Driver Verifier is suggested as a troubleshooter
<https://docs.microsoft.com/en-us/windows-hardware/drivers/devtest/driver-verifier>
- Microsoft's web page has caveats...

⊗ **Caution**

- Running Driver Verifier could cause the computer to crash.
- You should only run Driver Verifier on computers that you are using for testing and debugging.
- You must be in the Administrators group on the computer to use Driver Verifier.

The first potential problem is correct!

- Running Driver Verifier could cause the computer to crash.



Your device ran into a problem and needs to restart.
We're just collecting some error info, and then we'll
restart for you.

Stop code: DRIVER_VERIFIER_DETECTED_VIOLATION



For more information about this issue and possible fixes, visit

<https://www.windows.com/stopcode>

If you call a support person, give them this info:

Stop code: DRIVER_VERIFIER_DETECTED_VIOLATION

[Share](#)

7 cybersecurity tips for your summer vacation!

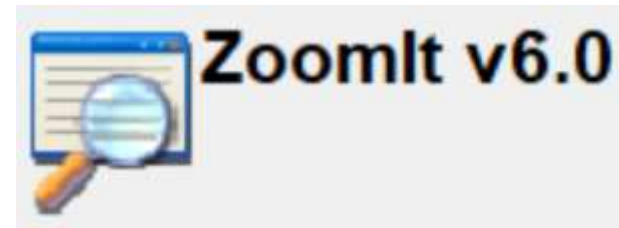
1. Should I make a backup before I set off?
 - yes
2. Should I encrypt my laptop and my mobile phone?
 - yes
3. Should I be worried about crossing national borders?
 - worrying will get you nowhere
4. Should I use public Wi-Fi when I'm on the road?
 - if you want
5. Should I use kiosk PCs in airports or hotels?
 - no.
6. What about spycams in hotel rooms and Airbnbs?
 - we can answer that partially
7. What if I want to take my work laptop along?
 - we can't answer that

For more nuanced replies

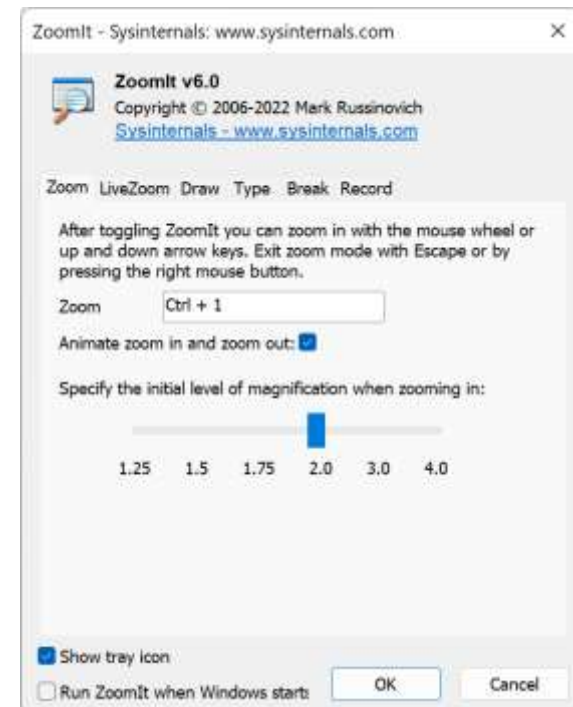
<https://nakedsecurity.sophos.com/2022/07/15/7-cybersecurity-tips-for-your-summer-vacation/>

Share

New: ZoomIt v6.0



- Free utility from Mark Russinovich
 - created Sysinternals tools
 - CTO of Microsoft Azure
 - <https://docs.microsoft.com/en-gb/sysinternals/>
- Great when sharing your screen
 - giving demos or teaching
 - zoom in on areas of the screen
 - draw lines, rectangles, ellipses & text
 - in various colours
 - whiteboard or blackboard
 - save screenshots
 - show a countdown timer (great for breaks)
 - **NEW:** screen recording (saved as MP4)



<https://docs.microsoft.com/en-gb/sysinternals/downloads/zoomit>

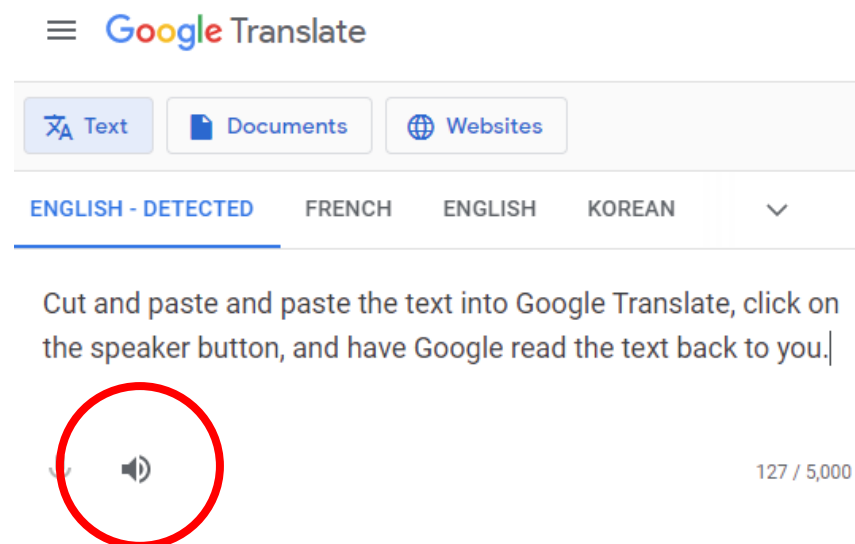
Share

Check Email before you send



Bill Bradwin

- One of the first tricks that professional writers learn is that you should read your work aloud
- You know what you typed so your eyes can scan over the text without picking up typos
- The content appears quite different when spoken
- Cut and paste the text into Google Translate, click on the speaker button, and have Google read the text back to you
- Use headphones to avoid strange looks from others!
- Close your eyes to concentrate better



 Text

 Documents

 Websites

ENGLISH - DETECTED

FRENCH

ENGLISH

KOREAN

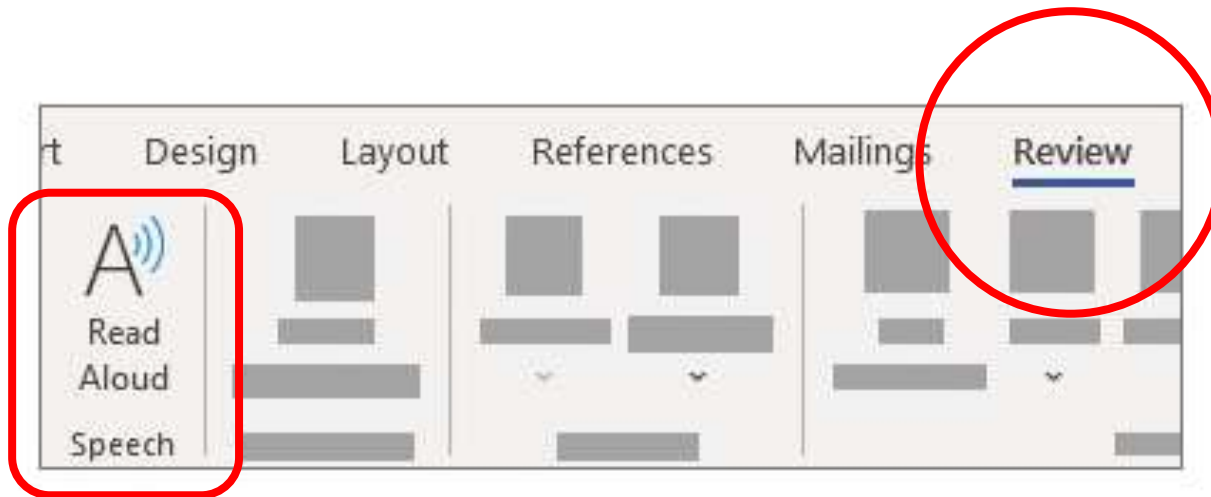


Cut and paste and paste the text into Google Translate, click on the speaker button, and have Google read the text back to you.



127 / 5,000

- Word 2019, Word 2021, and Office 365 can also read your writing
- Highlight the text in your document
- Right-click on it and select *Review - Read Aloud*





Copying from Office docs

- You
 - receive Microsoft Office document from someone via download or email attachment
 - Word, PowerPoint, Excel, etc.
 - copy some text from it to use in another document
 - paste into your other document
 - previous info on the clipboard pasted rather than new info



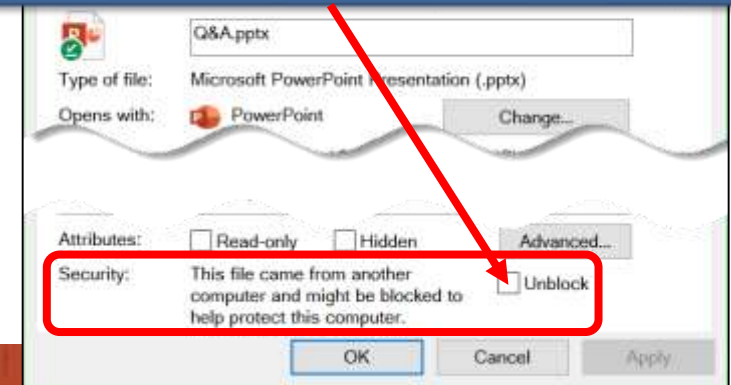


Copying from Office docs

- Office documents obtained from online sources including email are opened in *protected view*
- Microsoft prevents
 - doc from being edited
 - links in doc from being used
 - info being copied to the clipboard

First solution:

- right-click the file in File Explorer
- choose *Properties*
- click *Unblock* box



Second solution:

- Click *Enable Editing* in document

First method included because Microsoft has screwed up the second method at least twice!
https://opcug.ca/qa_recordings/20201007_PowerPoint.pdf

Share

ABC's of Alphabet's self-help study program?

- Looks like an effort to collect how-to information for all Google projects on one site
- Currently, it only talks about Android, Google on iPhone and Pixel
- But, it may be just the start of the project.

From A to Z, Guidebooks has something for every kind of learner looking to get the most out of Google products and services.

<https://guidebooks.google.com/home>



Stewart Bruce

Share

Organizing your music files

Part 2



Bob Walker

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
- Organizing your songs and music videos, part one, media management
- **Organizing your songs and music videos, part two, file management**
- Organizing your songs and music videos, part three, making it easy
- Some iTunes tips, tricks and glitches



Last session, we looked at Media Management software apps as a way of organizing your digital music collection, and learned that they're great **IF** you are willing to spend the time and effort required to learn and use them.

Is there an easier way?

Yes there is:

Good File Management

It's FREE and it's EASY, and if you get behind in keeping your music and music video files organized, it's easy peasy to (almost) get caught up again.

Media Management Database App



Good File Management

With a database application, you can sort and search on any one of several criteria (e.g. artist, song title, album title, genre, etc.).

Using just good file management, you have to choose what the **MOST IMPORTANT** criteria is to sort or search on, and then organize the directories and files accordingly.

For a music collection, the most important criteria is usually '*Artist*', so we'll choose that as the key criteria to organize the music collection round.

We'll also look at a few workarounds ('cheats') to get around these limitations.

What I am going to cover in this presentation has evolved over time, mostly from trial-and-error, and is still constantly evolving.



What's in this presentation are suggestions only, there are no hard and fast rules. Use and adapt anything you see to meet your own situation, or develop your own unique solution.

The '*Music*' Top Level Directory

The key to organizing your music related files (songs, music videos, cover art, etc.) is the '*Music*' directory. It is the top level directory your other directories and files will be located in.

You can name it '*Music*', '*My Music*', '*Jill's Music*', '*Fred*', '*Voldemort*' or whatever name suits you best.

The '*Music*' directory can be located in

'c:\Users\MyUserName\Music'

or

'c:\Users\MyUserName\Documents\Music'

or

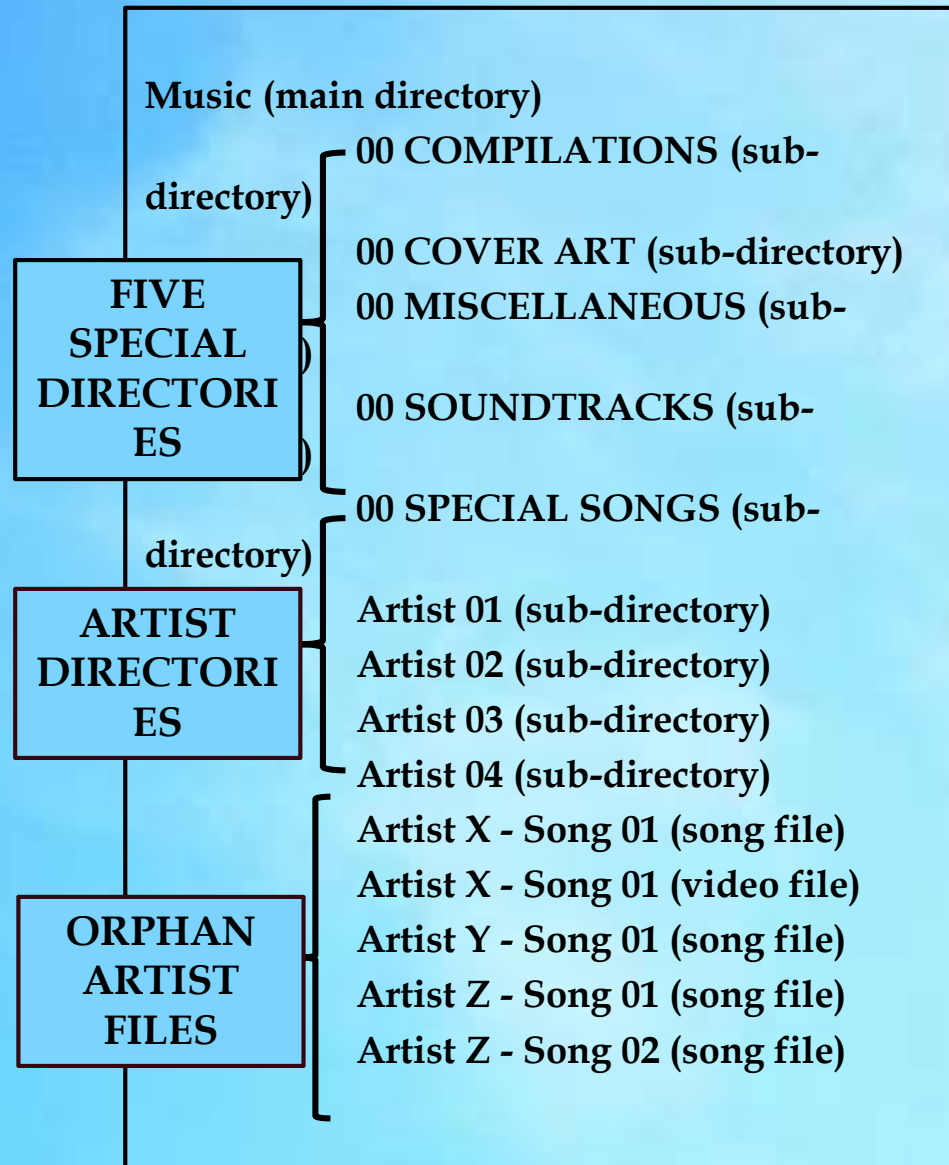
wherever works best for you.

Try not to bury it too far down in your directory structure. Windows has a 256 character limit to filenames including the path info.

Note that if you download music from iTunes, it will likely create a '*c:\Users\MyUserName\Music*' directory for you anyway. There are pro's and con's to sharing the same directory with iTunes, but it's probably best to leave iTunes all to itself. In a future session, we'll look at some of iTunes quirks and foibles to see why.

Structure of the '*Music*' Directory

Theory



Example



The '00' Special Directories

Most of the sub-directories in the 'Music' directory will be directories specific to a particular artist. The exceptions are these sub-directories:

- 00 COMPILATIONS
- 00 COVER ART
- 00 MISCELLANEOUS
- 00 SOUNDTRACKS
- 00 SPECIAL SONGS

These are special purpose directories that I'll explain in the next few slides.

They all have a '*zero, zero, space*' in front of the directory name so that when you sort the '*Music*' directory alphabetically, they'll be sorted first and not mixed in with all the '*Artist*' directories.

If you capitalize the directory names, they'll stand out even more.

You can change the '00' to '01', '02', '03', etc., if you want to change their sort order

The '*00 COMPILATIONS*' Directory

Compilations are albums that are not attributed to a specific artist (e.g., '*The Best of Disco*'). Compilations usually have several artists on the same album.

Theory

00 COMPILATIONS (main directory)

Album 01 (sub-directory)

Song 01 (file)

Song 02 (file)

Song 03 (file)

Album 02 (sub-directory)

Song 01 (file)

Song 02 (file)

Song 03 (file)

Example

00 COMPILATIONS (main directory)

Motown Classics Gold (sub-directory)

Edwin Starr - War.m4a (song file)

Marvin Gaye - How Sweet It Is.m4a (song file)

The Supremes - Stop, In the Name of Love.m4a (song file)

One Hit Wonders (sub-directory)

Climax - Precious and Few.m4a (song file)

Mungo Jerry - In the Summertime.m4a (song file)

Sugarloaf - Green Eyed Ladym4a (song file)

The '00 COVER ART' Directory

The '00 COVER ART' directory is a workaround used to store the cover art for tagging the music files.

You could place each cover art in the directory of the particular artist it pertains to, but when you're gathering cover art from the internet (e.g., from Google Images), maybe cropping and resizing it, and then using it for tagging, it is a lot easier to have one place for all the cover art rather than continually drilling down through multiple levels to different sub-directories.

 Pentatonix	jpg
 Phil Collins	jpg
 Phil Collins - Both Sides	jpg
 Phil Collins - But Seriously	jpg
 Phil Collins - Face Value	png
 Phil Collins - Hello, I Must Be Going	jpg
 Robbie Robertson - Robbie Robertson	jpg
 Roy Orbison - King of Hearts	jpg
 Seal - Seal	jpg
 Simply Red - Holding Back the Years	jpg
 Simply Red - Holding Back the Years LIVE	jpg
 The Beatles	jpg
 The Eurythmics - Greatest Hits	jpg
 Toto - Africa	jpg

The '*00 MISCELLANEOUS*' Directory

The '*00 MISCELLANEOUS*' directory is the repository for music related items not specifically related to a particular artist, soundtrack, composer, etc. (e.g., a video documentary on '*The History of Rock and Roll*').

You may also want an additional directory called '*00 TO BE SORTED*' as a holding or dumping area for music related stuff you just haven't had the time to sort yet (but at least you'll know where it is!).

The '*00 SOUNDTRACKS*' Directory

Some soundtrack albums are a form of compilation albums, where there is more than one artist on the album. To allow for this, you may want to have all your soundtrack albums in a separate directory.

Theory

```
00 SOUNDTRACKS (main
directory)
  Album 01 (sub-directory)
    Song 01 (file)
    Song 02 (file)
    Song 03 (file)
  Album 02 (sub-directory)
    Song 01 (file)
    Song 02 (file)
    Song 03 (file)
```

Example

```
00 SOUNDTRACKS (main directory)
  The Last Samurai (soundtrack sub-directory)
    01 The Last Samurai - A Way of Life.mp3 (song file)
    02 The Last Samurai - Spectres In the Fog.mp3 (song file)
    03 The Last Samurai - A Hard Teacher.mp3 (file)
  War of the Worlds (soundtrack sub-directory)
    War of the Worlds - 01The Eve of the War.m4a (song file)
    War of the Worlds - 04 Forever Autumn.m4a (song file)
    War of the Worlds - 05 Thunderchild.m4a (file)
```

The '00 SOUNDTRACKS' Directory

If you only have a few soundtrack albums, you may want to simplify things and not have a separate soundtracks directory. You could put the directories for each Soundtrack in the '*Music*' directory, where the Soundtrack name is used as the artist name.

Or if the soundtrack is by a single artist, in that artist's own directory (e.g., Jeff Wayne's '*War of the Worlds*').

Note that for soundtrack albums, it is usually important to have the songs (tracks) played in a specific order, especially if there is additional narration included in the song or track. In this case it is important that the file tag has the sequence number for each track so the music player will play them in order. It is also helpful if the file name has the sequence number as well. The sequence number in the song (track) filename can be in one of the following two formats:

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

OR

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

The '00 SPECIAL SONGS' Directory

A 'Special Song' is a song that you have several different versions of by one or more artists. This directory is a workaround ('cheat'), so the songs and associated videos in this directory should be COPIES of songs and videos that are in each individual artist's directory. You may want to put the song writer's name in the name of the directory for the song (e.g., 'A Very Special Song - Fred Smith' or 'A

Theory *Very Special Song by Fred Smith'.* **Example**

00 SPECIAL SONGS (main directory)

Song 01 (sub-directory)

Artist 1 - Song 01 (song file)

Artist 2 - Song 01 (song file)

Artist 3 - Song 01 (song file)

Song 02 (sub-directory)

Artist W - Song 02 (song file)

Artist X - Song 02 (song file)

Artist Y - Song 02 (song file)

Artist Z - Song 02 (song file)

Artist Z - Song 02 (video file)

Documentary (video file)

00 SPECIAL SONGS (main directory)

Four Strong Winds - Ian Tyson (song sub-directory)

Ian & Sylvia - Four Strong Winds.mp3 (song file)

Ian Tyson - Four Strong Winds.mp3 (song file)

Bob Dylan - Four Strong Winds.mp3 (song file)

The Weight (song sub-directory)

Bruce Springsteen - The Weight.mp3 (song file)

Robbie Robertson - The Weight.mp3 (song file)

The Band - The Weight.mp3 (song file)

Playing For Change - The Weight.mp3 (song file)

file)
Playing For Change - The Weight.mkv (video

The Story Behind The Song.mp4 (video file)

The '*Artist*' Directories

Normally each artist will have his/her/their own sub-directory in the 'Music' directory.

In cases where an artist is associated with one or more groups as well as a solo career, you will usually want to have a separate directory for each (e.g., a '*Robbie Robertson*' directory for songs he did as a solo artist, and any songs he did as a member of '*The Band*' or with '*Playing For Change*' to be listed in the respective group's directory.

In some cases, as a workaround, you may want to have copies of a particular song or video in more than one of the directories related to the artist.

The '*Artist*' Directories

The '*Artist*' directory is the repository of all the songs, videos, stories, documentaries and anything else you may have for that particular artist.

The first step in organizing your music collection is to get the files pertaining to a specific artist into each artist's own directory, or at the very least, into the '*Music*' directory.

Once you have stuff pertaining to a particular artist in one place (the artist's directory) you can be more relaxed about sorting and arranging everything within that directory. We'll cover this more in the next session '*Making It Easy*'.

Structure of the *'Artist'* Directory

Theory

Example

Artist 01 (main directory)

Album 01 (sub-directory)

Song 01 (song file)

Song 02 (song file)

Song 03 (song file)

Album 02 (sub-directory)

Song 01 (song file)

Song 02 (song file)

Song 03 (song file)

Song Not From A Particular Album 01 (song file)

Song Not From A Particular Album 02 (song file)

Music Video 01 (video file)

Song from Video 01 (song file)

Music Video 02 (video file)

Song from Video 02 (song file)

Music Video 03 (video file)

Music Video 04 (video file)

Story Video 01 (video file)

Article or Story About the Artist 01 (document file)

Article or Story About the Artist 01 (document file)

Phil Collins (main directory)

Both Sides (album sub-directory)

Both Sides of the Story.m4a (song file)

Can't Find My Way.m4a (song file)

There's a Place for Us.m4a (song file)

Face Value (album sub-directory)

Behind the Lines.mp3 (song file)

I Missed Again.mp3 (song file)

In the Air Tonight.mp3 (song file)

One More Night.mp3 (song file)

Another Time.mp3 (song file)

Another Day in Paradise.mkv (video file)

Another Day in Paradise.mp3 (song file)

In the Air Tonight (Live).mp4 (video file)

In the Air Tonight (Live).mp3 (song file)

Take Me Home.mkv (video file)

Don't Lose My Number.webm (video file)

Interview with Phil 2013.mp4 (video file)

Phil's Life Story.doc (MS Word file)

Phil's Life with Genesis.pdf (pdf file)

The '*Artist*' Directories

Sometimes you have an individual artist's name associated with a group's name. Examples:

- Bob Seger – Bob Seger & the Silver Bullet Band
- The Supremes – Diana Ross & the Supremes
- Tom Cochrane – Tom Cochrane & Red Rider
- Paul McCartney – Paul McCartney & Wings

In these cases, if the group is indistinguishable from the artist (e.g., you have no music by Red Rider or Diana Ross on their own), you'll probably want to put that material in the principle artist's or group's directory.

A Video Sub-Directory?

If you have a lot of videos and songs ripped from the videos for a particular artist, you may want to have a '*Videos*' sub-directory in that artist's directory.

The Classical Music Workaround

If you only have a little classical music in your collection, you may want to use the composer's name as the artist's name (e.g., '*Music\Beethoven\Ninth Symphony*').

However, if you have an extensive classical music collection, you will probably want to sort it by performing artist and *then* by composer (e.g., '*Music\Berlin Philharmonic\Beethoven\Ninth Symphony*').

OR

by composer and *then* work and *then* by performing artist (e.g., '*Music\Beethoven\Ninth Symphony\Berlin Philharmonic*').

OR

Whatever works for you. If you have an extensive collection of classical music then you probably know a lot more about it than I do.

The Orphan Workaround

Normally, each artist will have his/her/their own sub-directory in the 'Music' directory.

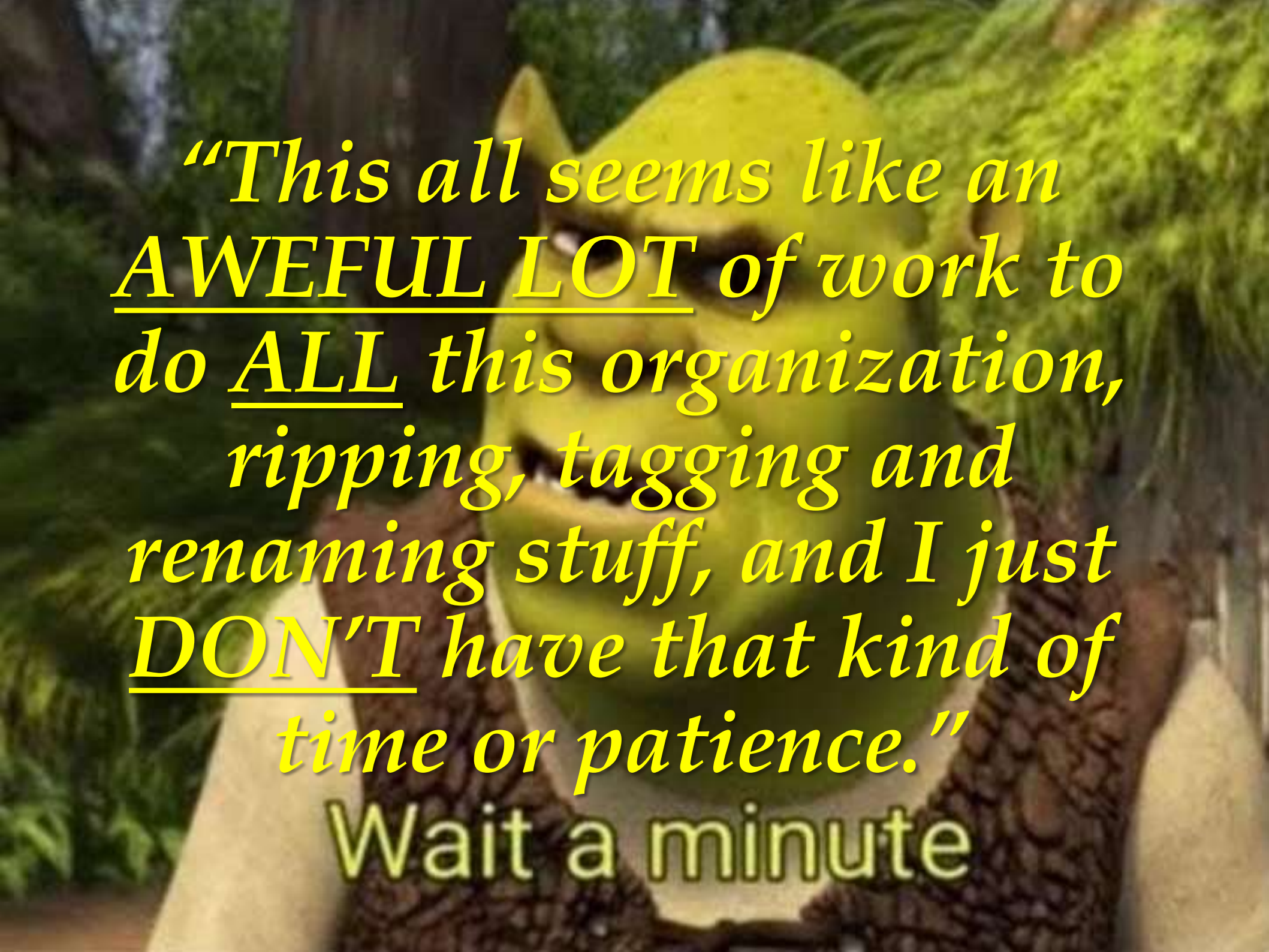
However, if you only have one or two songs or videos by an artist, especially if the song(s) are not from a particular album (e.g., you ripped it from a music video), you may want to just have the song(s) and music video(s) in the 'Music' directory just as files on their own without a specific sub-directory for the artist.

As an example, in my 'Music' directory I have 267 'Artist' directories along with 650 separate song and video files

[Whitney Houston]	<DIR>
[Willie Nelson]	<DIR>
[Yes]	<DIR>
[ZZ Top]	<DIR>
2 Unlimited - Get Ready For This (Orchestral Mix)	mp3 6,975,808
2 Unlimited - No Limit	mp3 7,933,133
3 Doors Down - Kryptonite	mp3 3,774,437
A Flock of Seagulls - I Ran (So Far Away)	mp3 5,039,392
Aaron Copland - Fanfare for the Common Man	mp3 2,579,086
ABC - When Smokey Sings (Original HQ Video)	mp3 3,018,166



Wait a minute



*“This all seems like an
AWEFUL LOT of work to
do ALL this organization,
ripping, tagging and
renaming stuff, and I just
DON'T have that kind of
time or patience.”*

Wait a minute

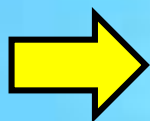
COMING SOON!!!

In '*Organizing your songs and music videos, part three, making it easy*' we'll see how getting there is more of a journey than a destination, and for less than 10 percent of the effort you can get 90 percent of the benefits.

Video and Audio Tools Series

- How to download videos and audio from YouTube using Video DownloadHelp
- How to download screen 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 VLC 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
- Organizing your songs and music videos, part one, media management
- Organizing your songs and music videos, part two, file management
- Organizing your songs and music videos, part three, making it easy
- Some iTunes tips, tricks and glitches

NEXT TIME



Appendix 1:
Format of Song
Filenames
(Revised)

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, usually 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
Jay-Z ft Alicia Keys - Empire State of Mind (The Hits Collection Vol. 1)
iT.m4a

Artist Name: The name of the individual artist or group. If the group name starts with 'The' leave that in (e.g., '*The Beatles*'). 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 in the filename and the tag.

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.

Format of Song File Names 3 of 3)

Track Number: If the order the songs are played in is important, such as in a movie soundtrack, an opera or a rock opera, or a symphony, 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'. The Track Number can **also** go at the start of the song's name. **If the Track Number is correct in the song's tag, then it can be left out of the file name entirely and the music player should still play it in the correct order.**

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

OR

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

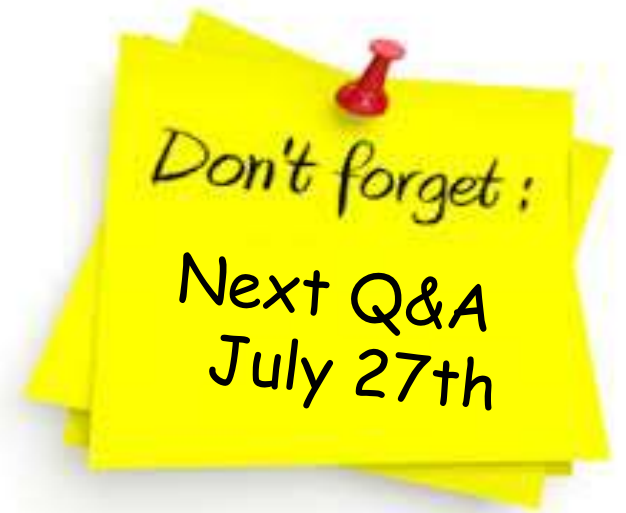
File Name Extensions: The file name extensions for audio files are usually '.mp3' or '.m4a', although there may be the occasional '.aac', '.ogg', '.wav', '.wma' and others.

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.



**Any other:
Questions
Comments
Shares?**



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

SuggestionBox@opcug.ca

