



# **Alan German & Chris Taylor**

## **Ottawa PC Users' Group**

*November 2, 2022*

# The Last Ten...



**The last ten minutes of our Q&A session will not have any prepared material - so, give some thought to the question that you want to ask!**

Share

# Weirdest product co-branding

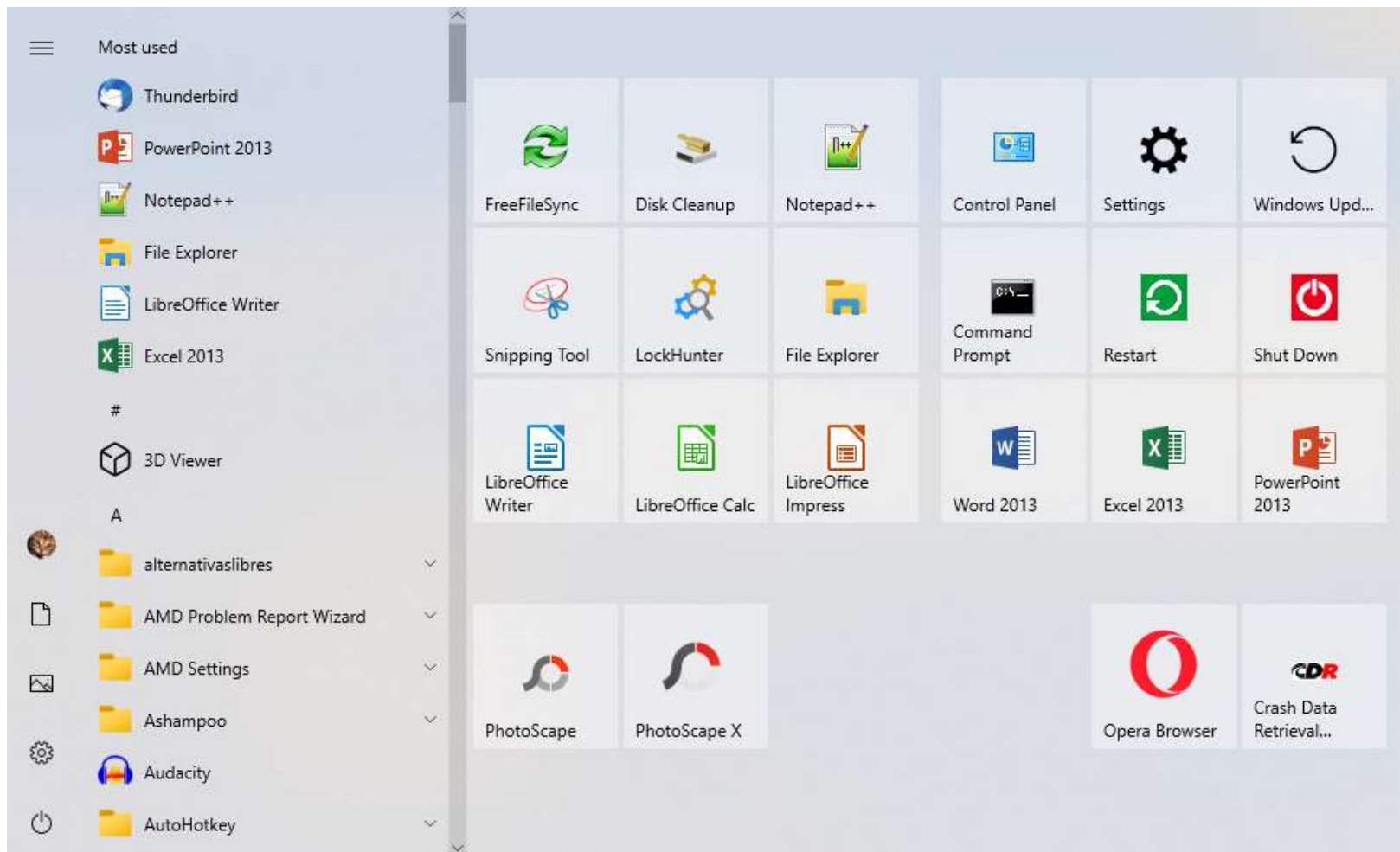
*Why Microsoft 365 is teaming up with OREO THINS to give you a break*



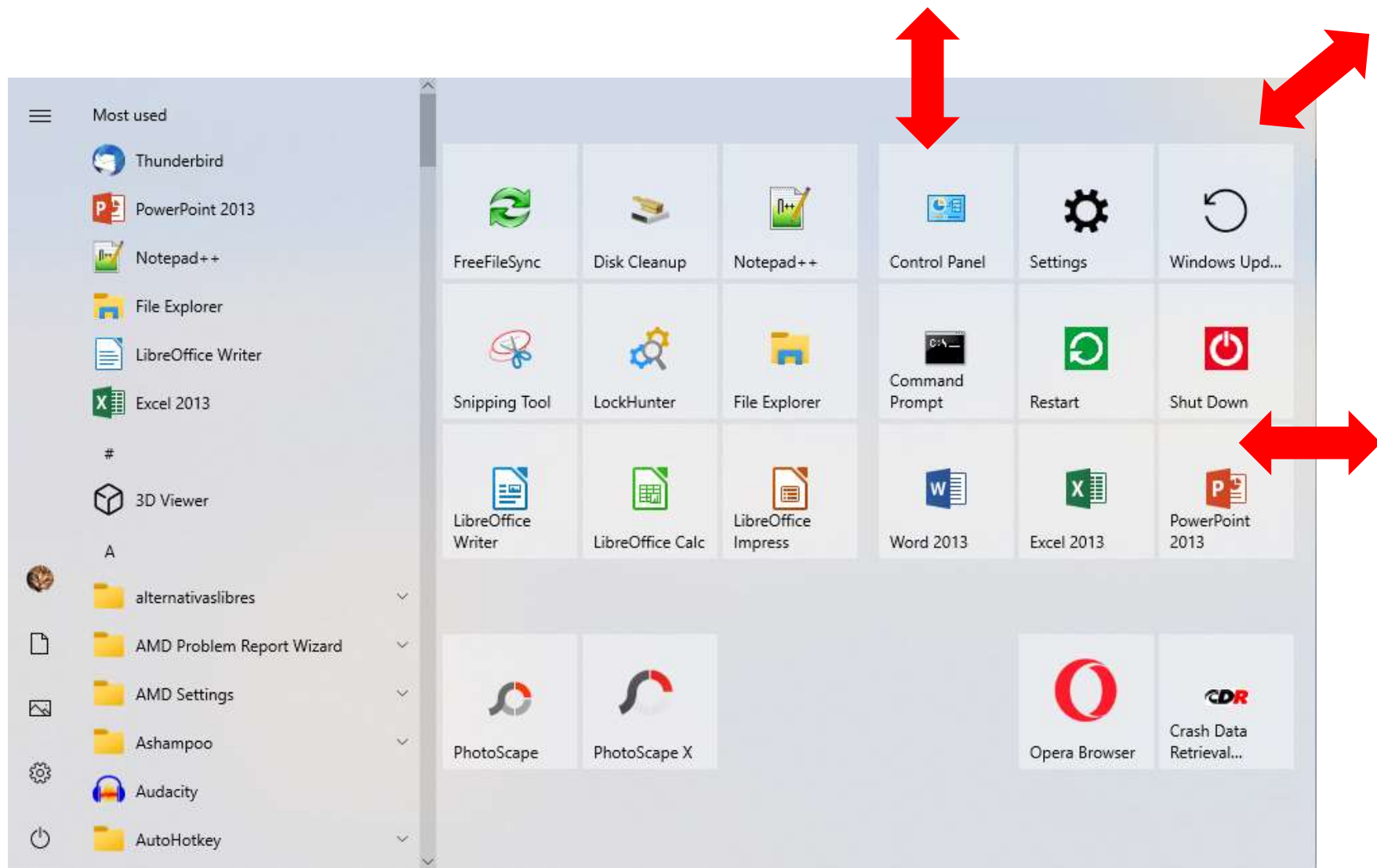
<https://www.microsoft.com/en-us/microsoft-365/blog/2022/10/18/why-microsoft-365-is-teaming-up-with-oreo-thins-to-give-you-a-break/>



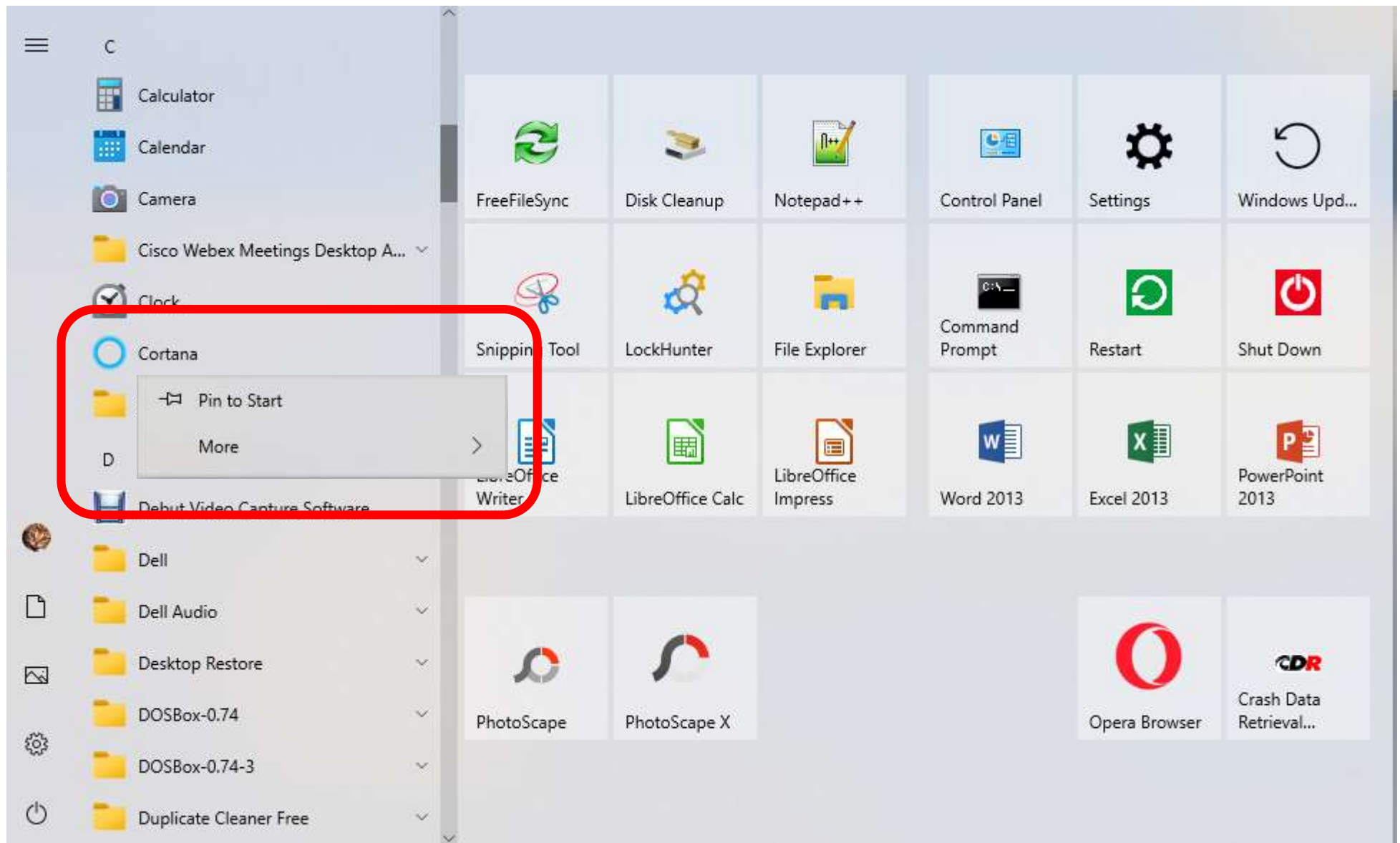
# Customizing the Start Screen

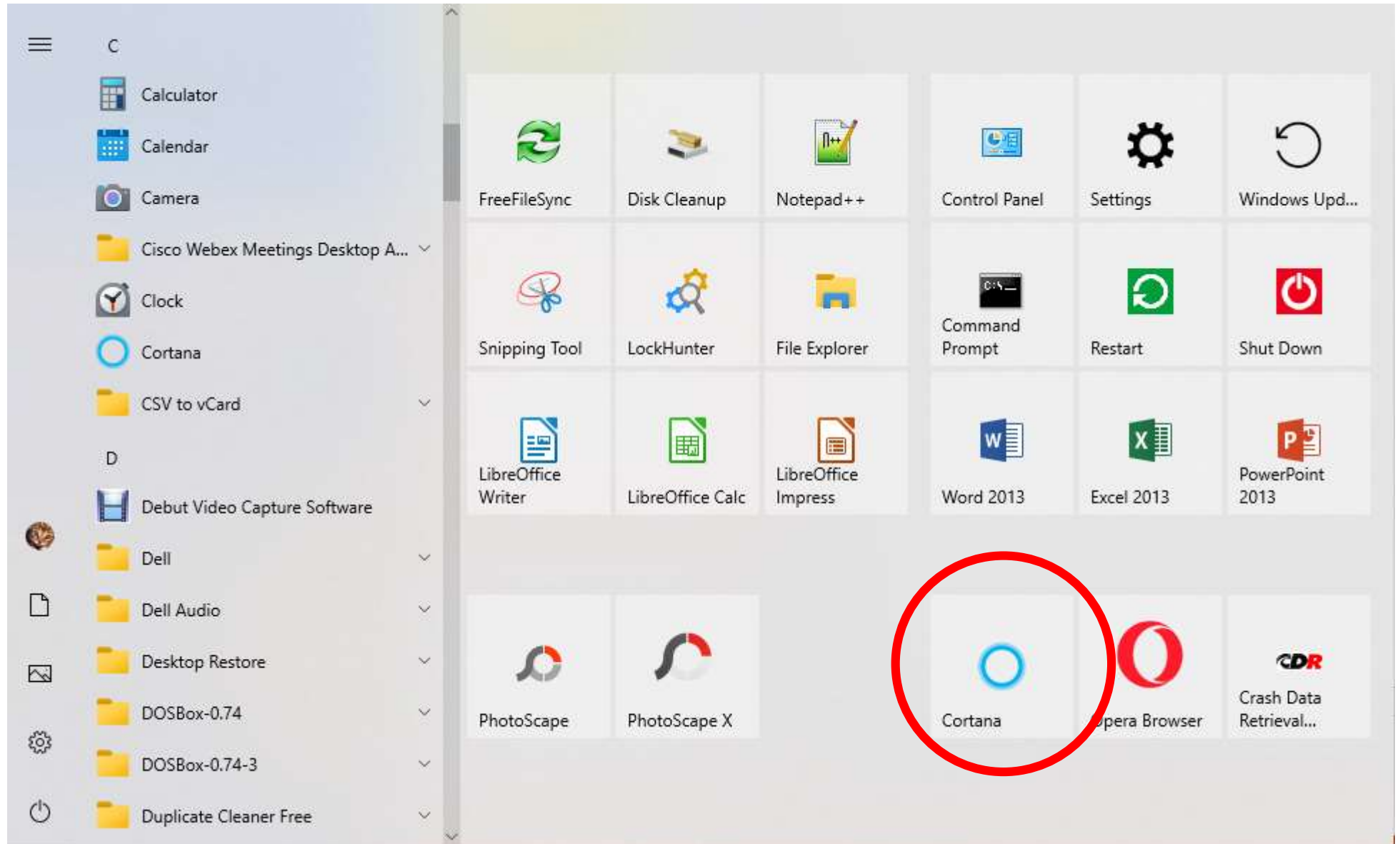


# Increase the size of the menu area

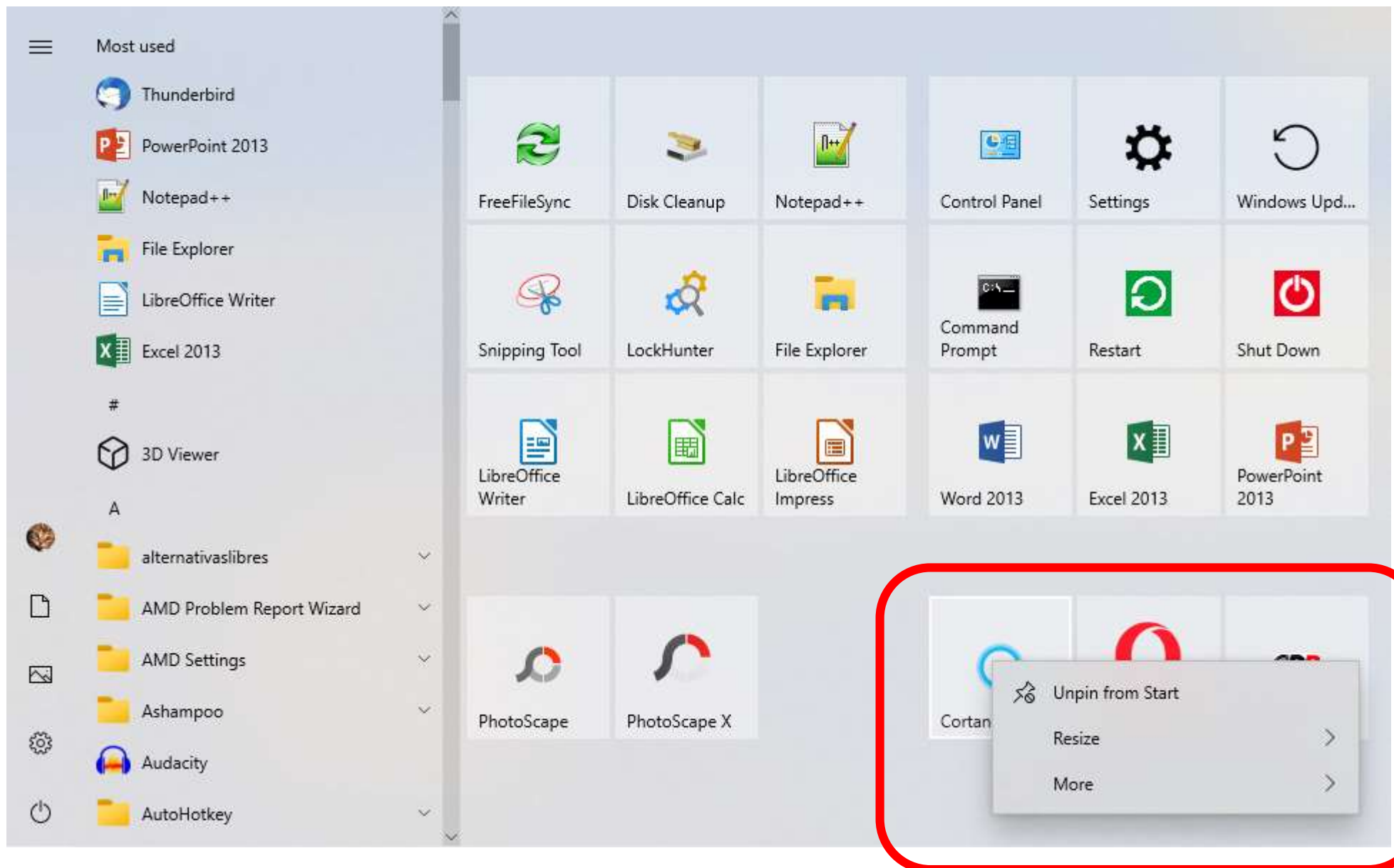


# Cortana - Right-click - Pin to Start

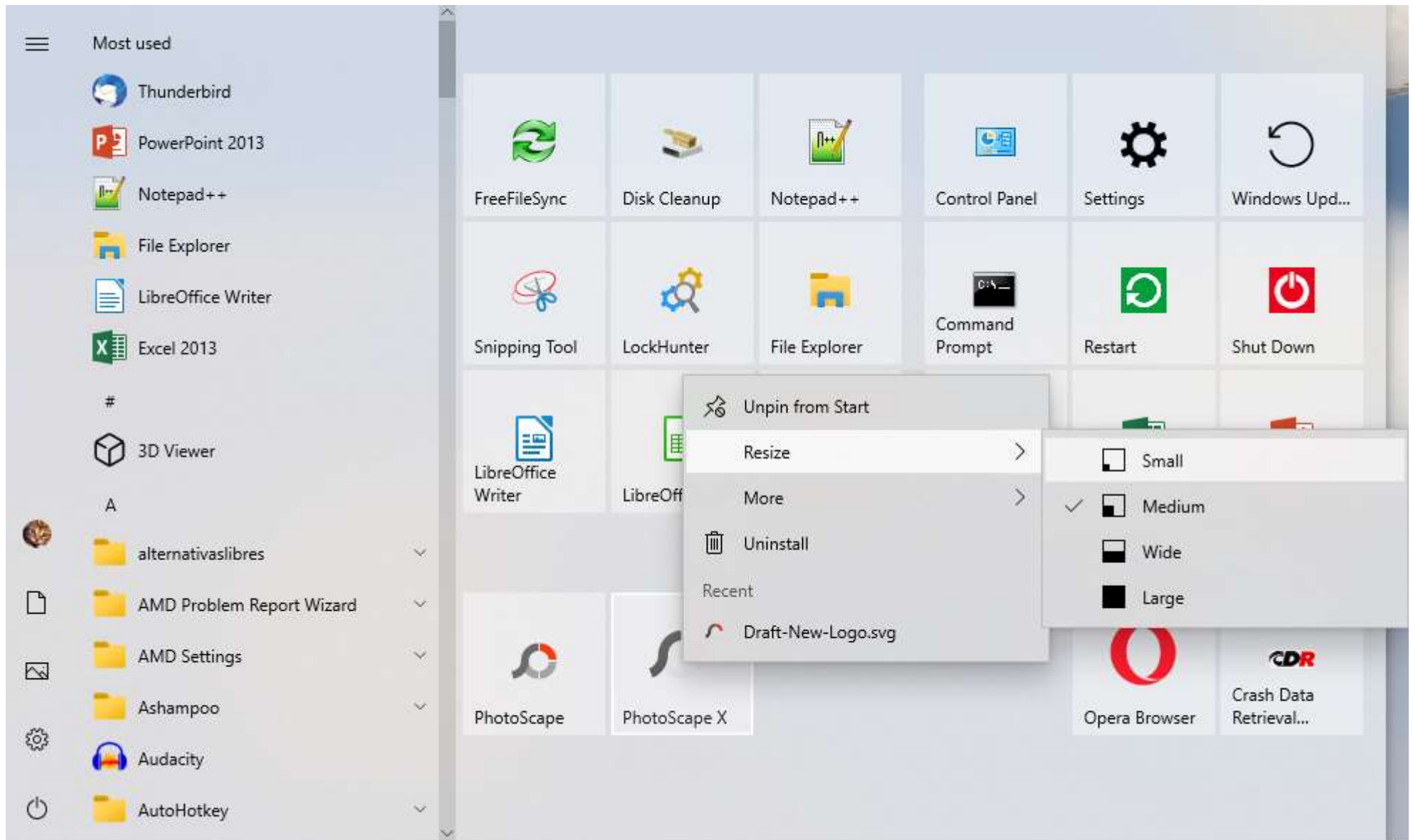




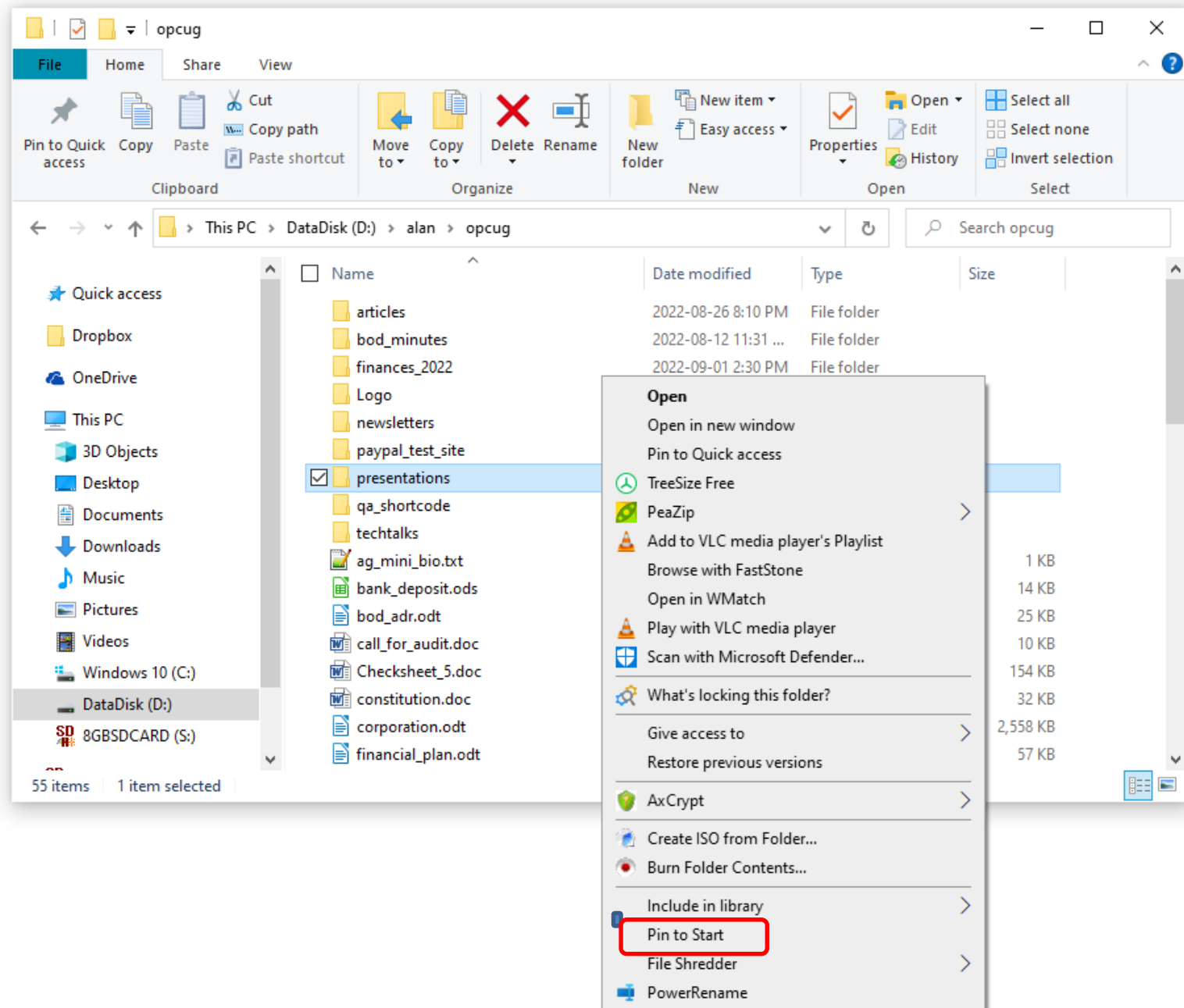
# Cortana - Right-click - Unpin from Start

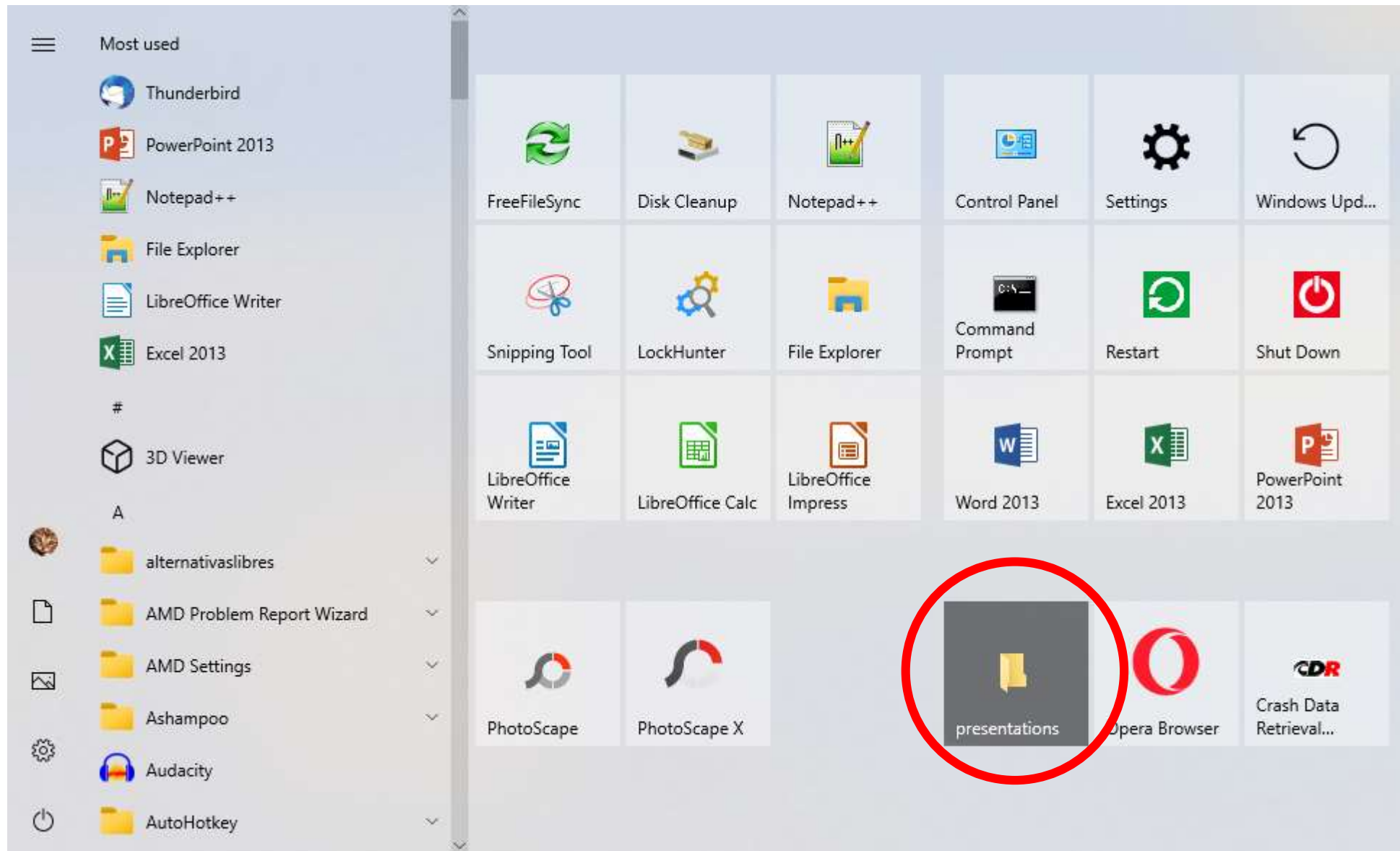


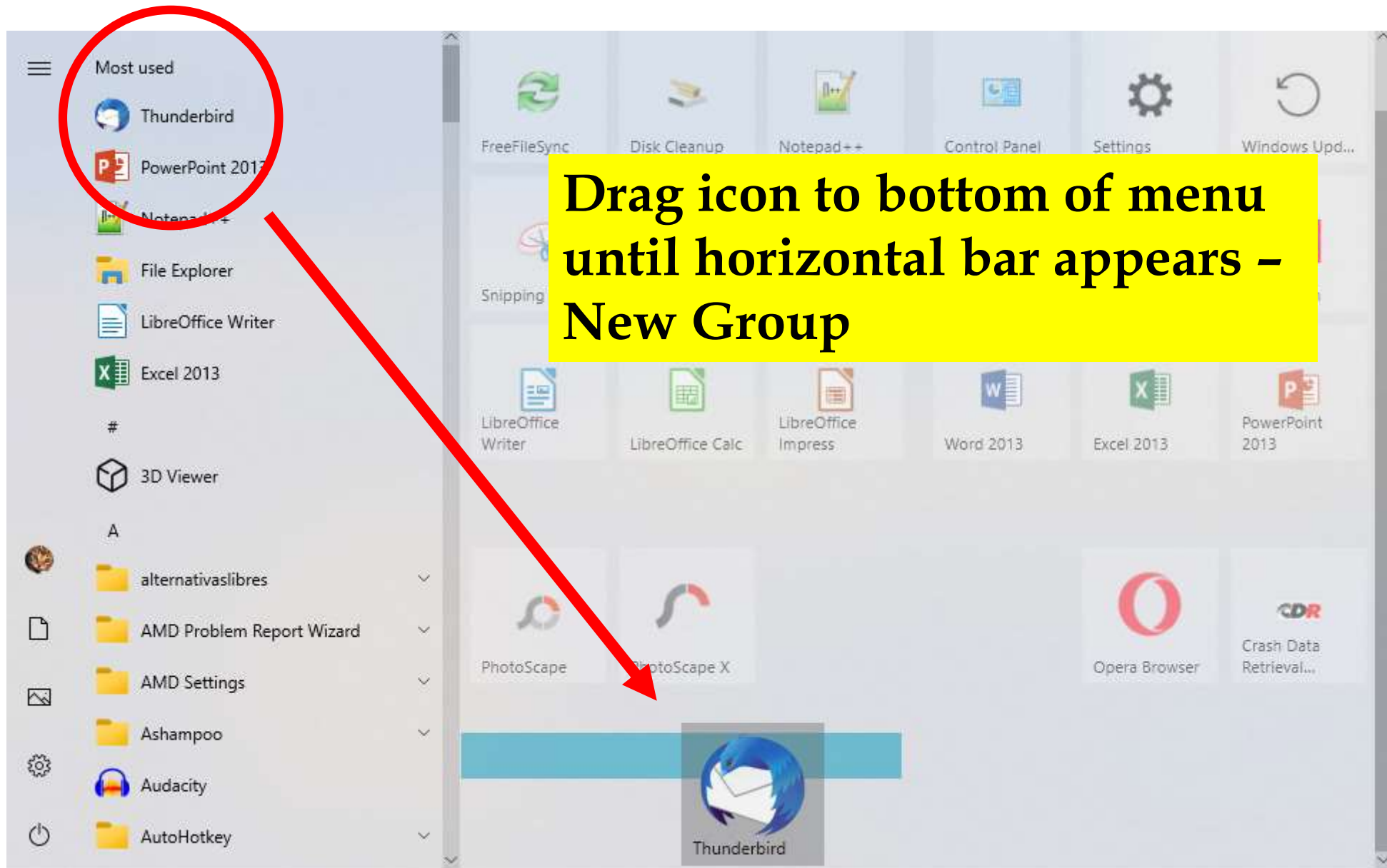
# PhotoScape X - Right-click - Resize

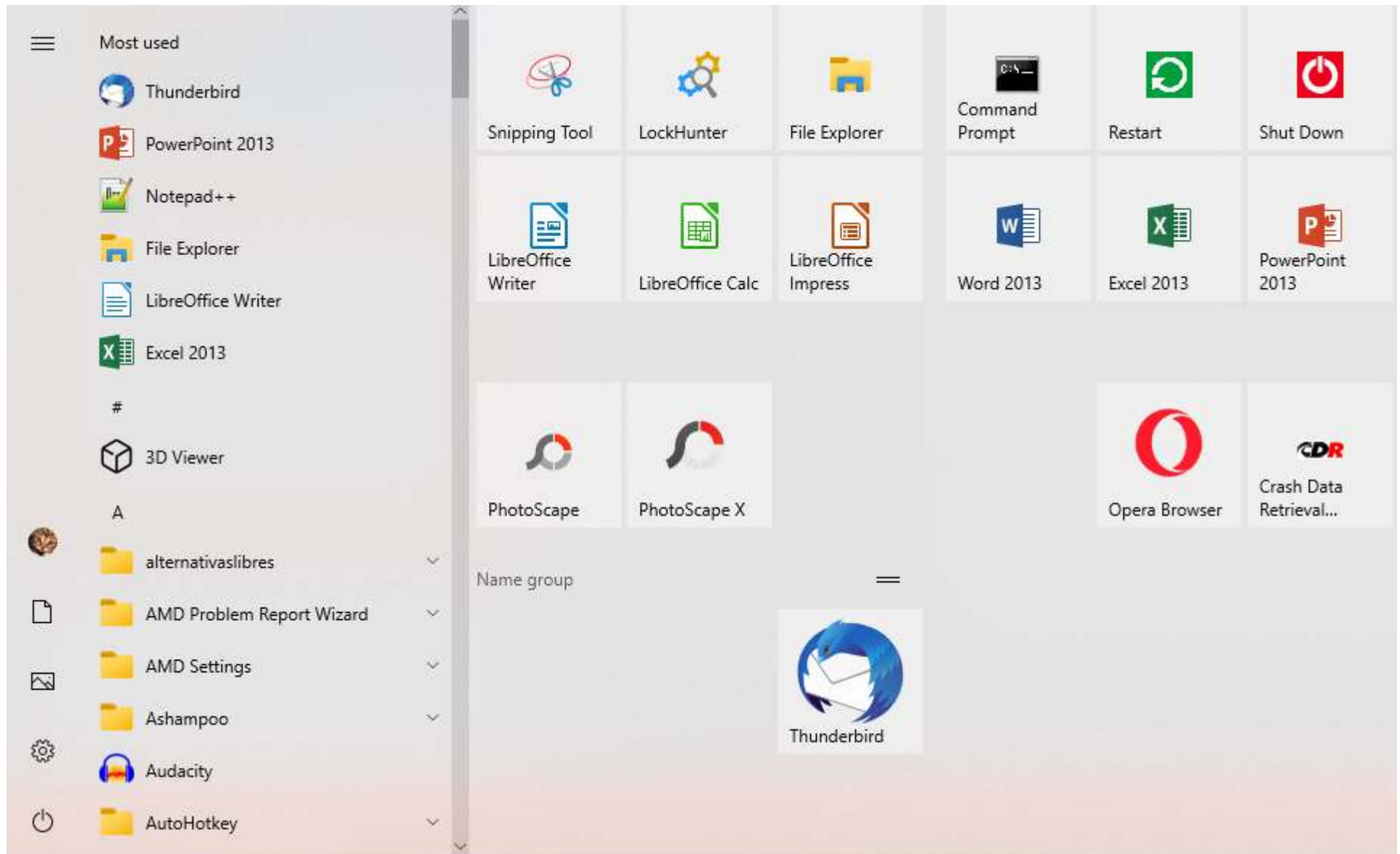


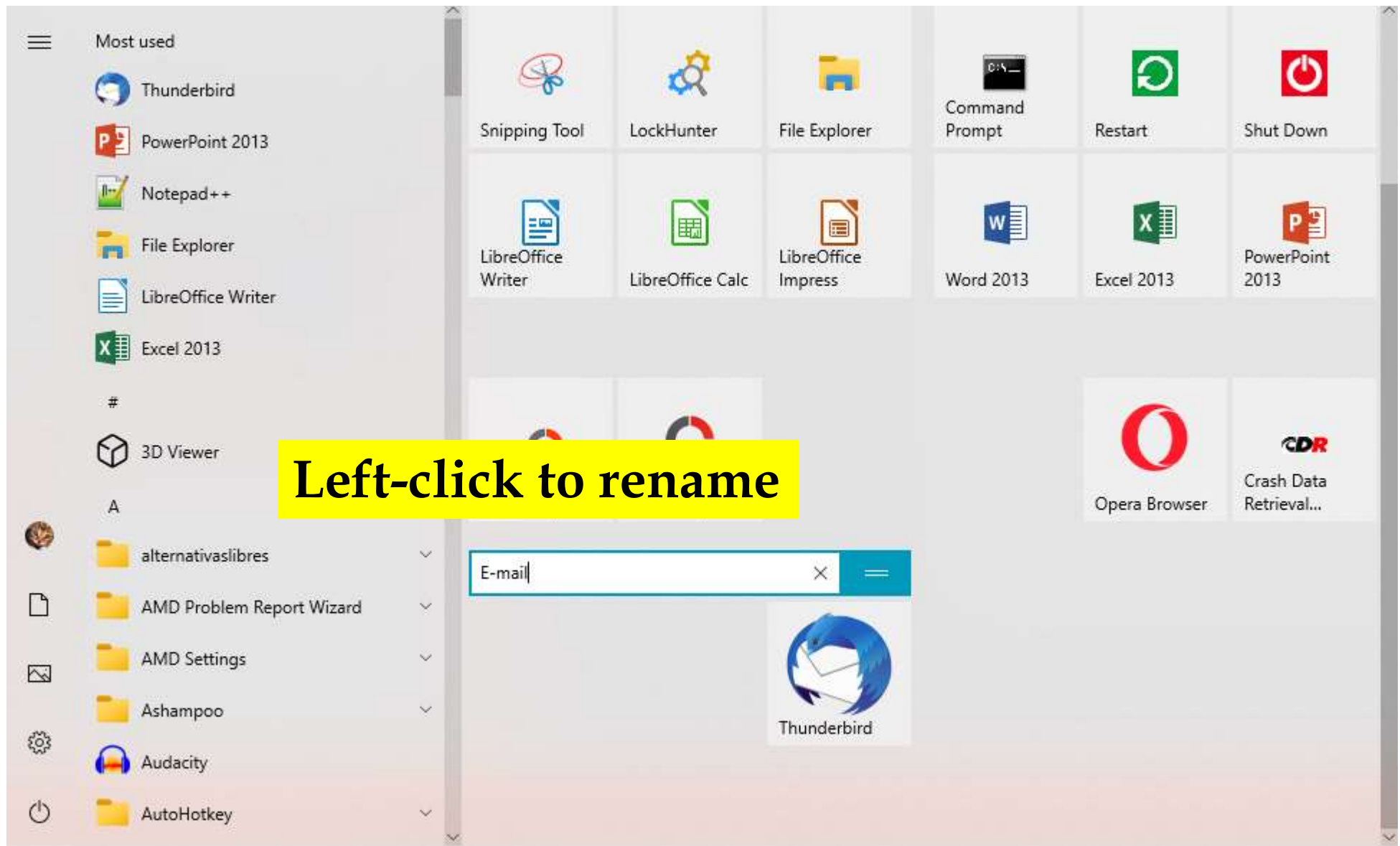
# Folder – Right-click – Pin to Start



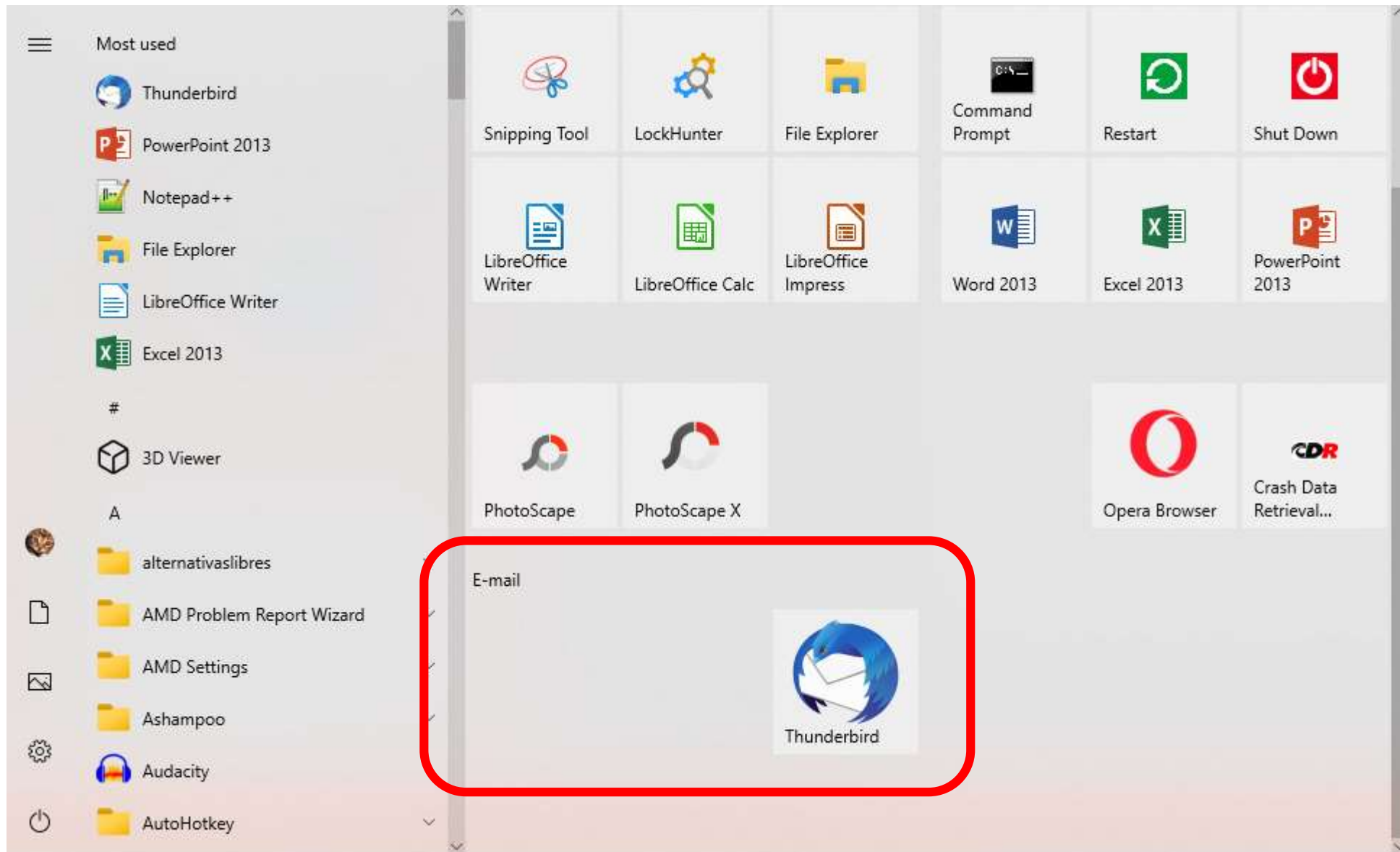








**Left-click to rename**

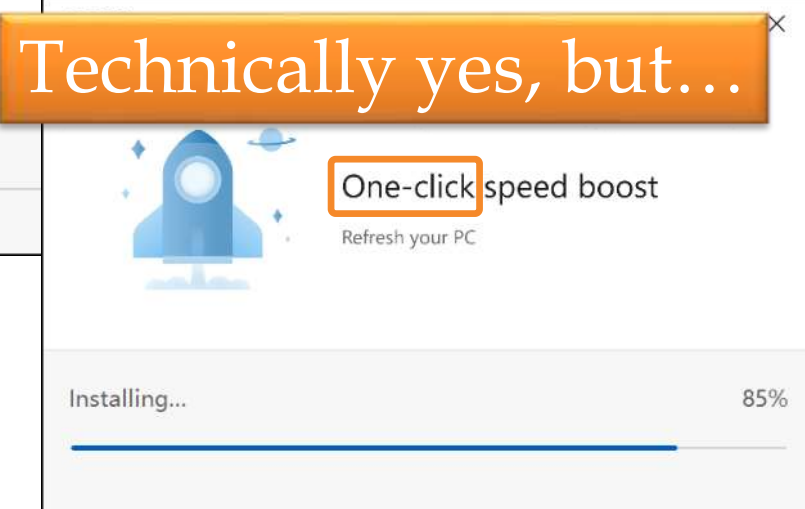
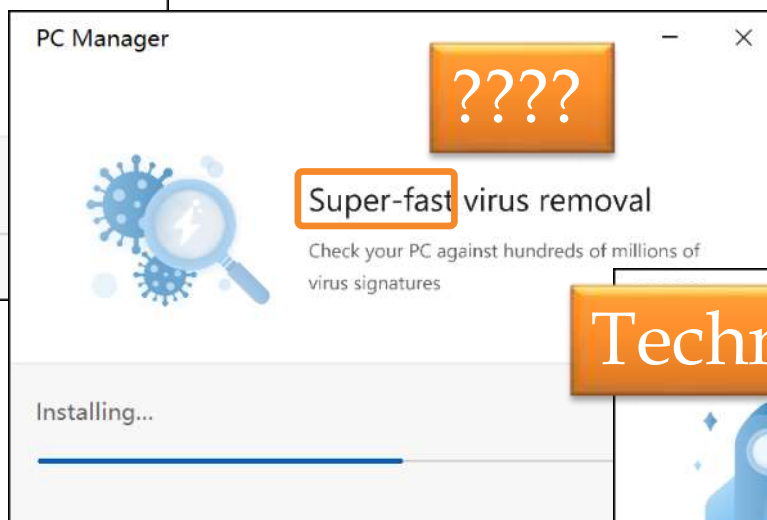
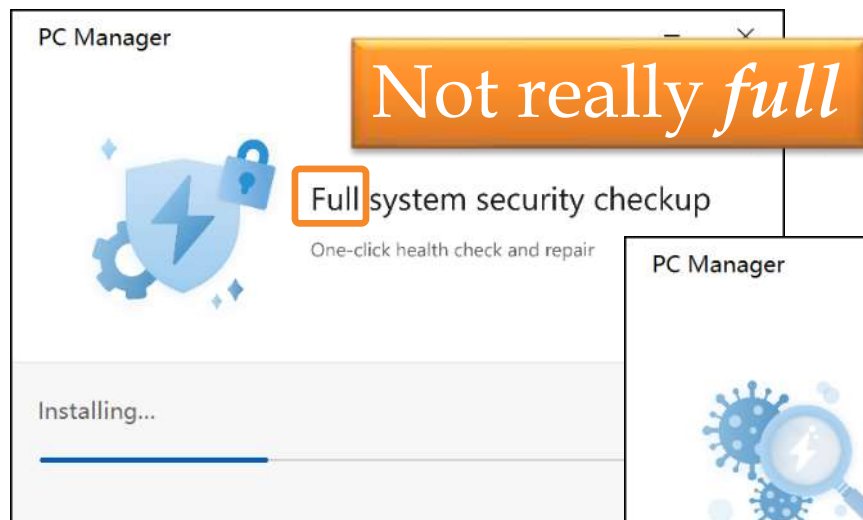


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# Microsoft PC Manager



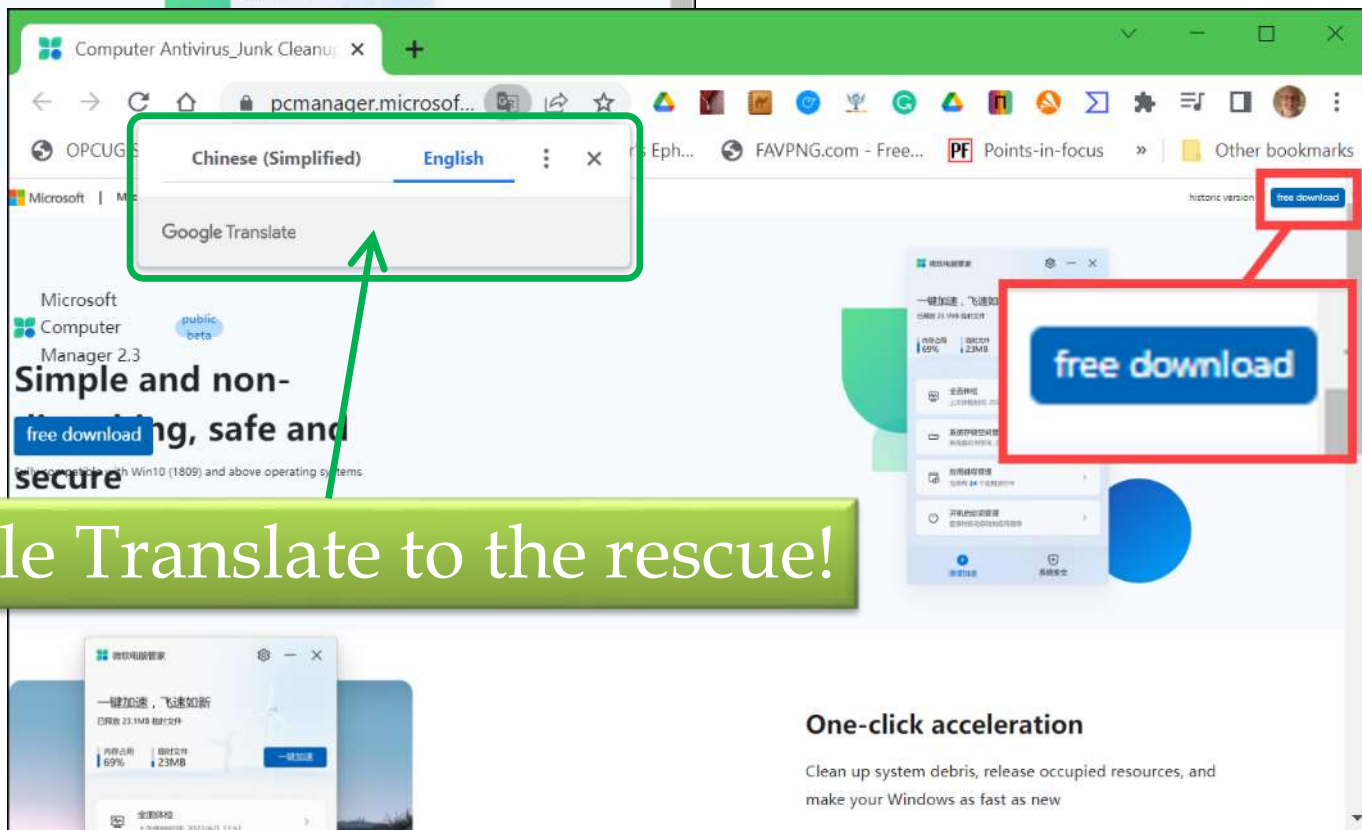
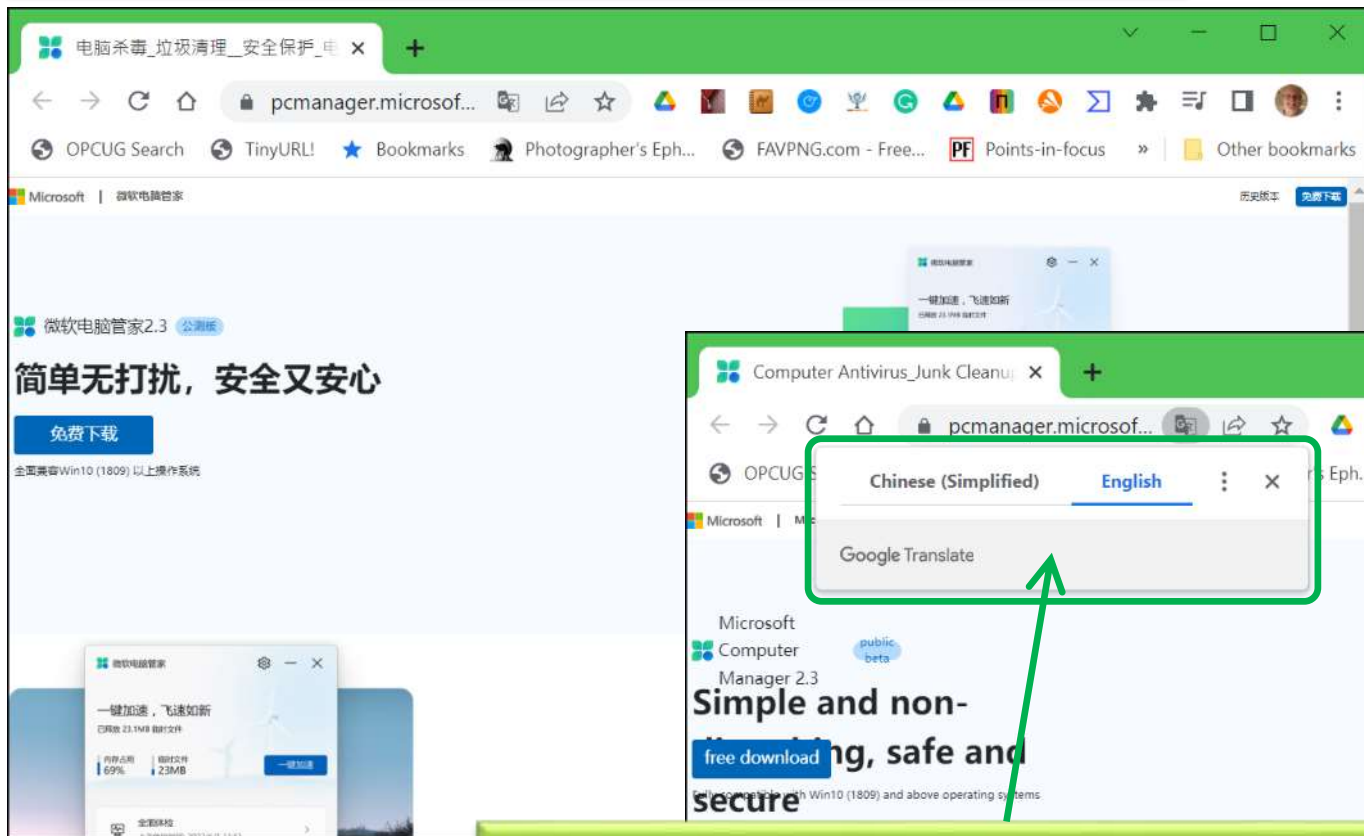
- Interesting-looking PC optimizer/cleanup utility
- *Public beta* v1.2.3.2



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# Installation

<https://pcmanager.microsoft.com>



Google Translate to the rescue!

## One-click acceleration

Clean up system debris, release occupied resources, and make your Windows as fast as new

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## After installation

Click system tray icon

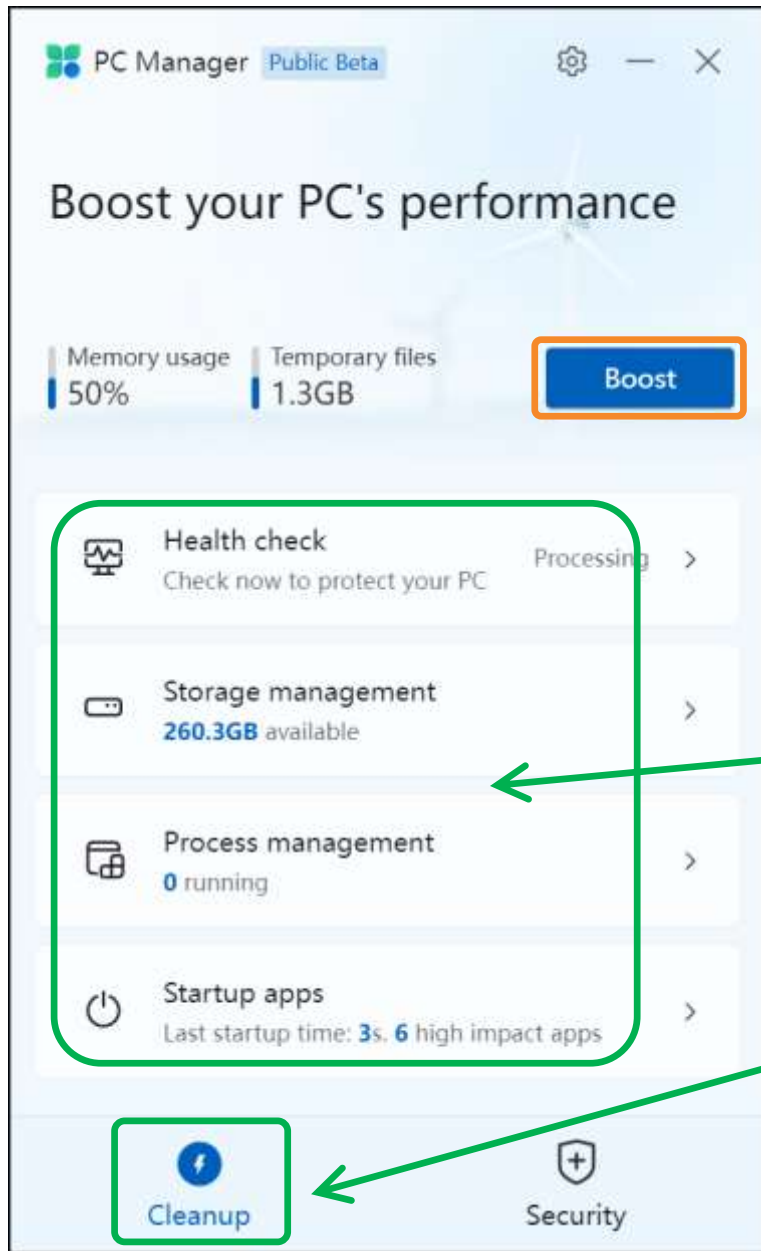


May be hidden  
under chevron



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# Main screen



## One-click speed boost

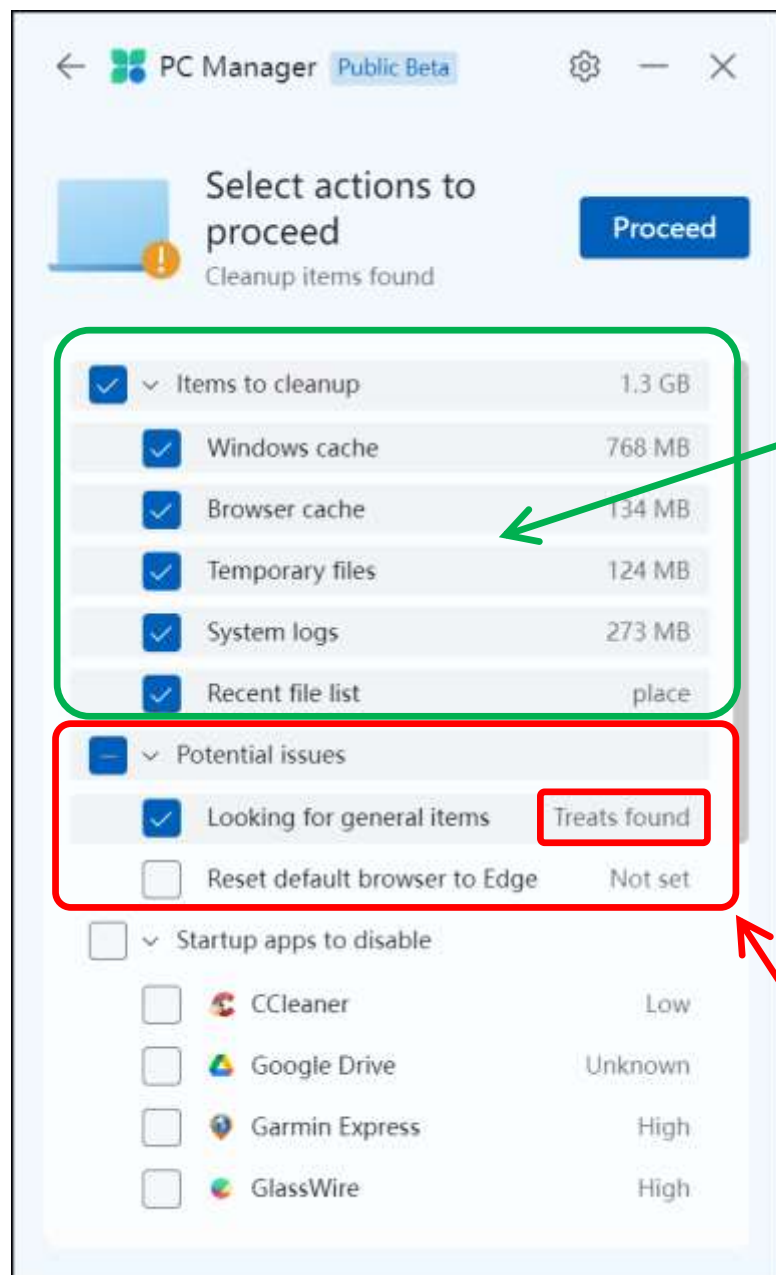
- seems to
  - delete temporary files
  - free up some memory
  - keep in mind, Windows memory management is very good

## Four main sections

## Cleanup tab

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# Health check



## *First section*

Can cleanup a lot of clutter (& more later)

## *Second section*

*“Potential issues”???*

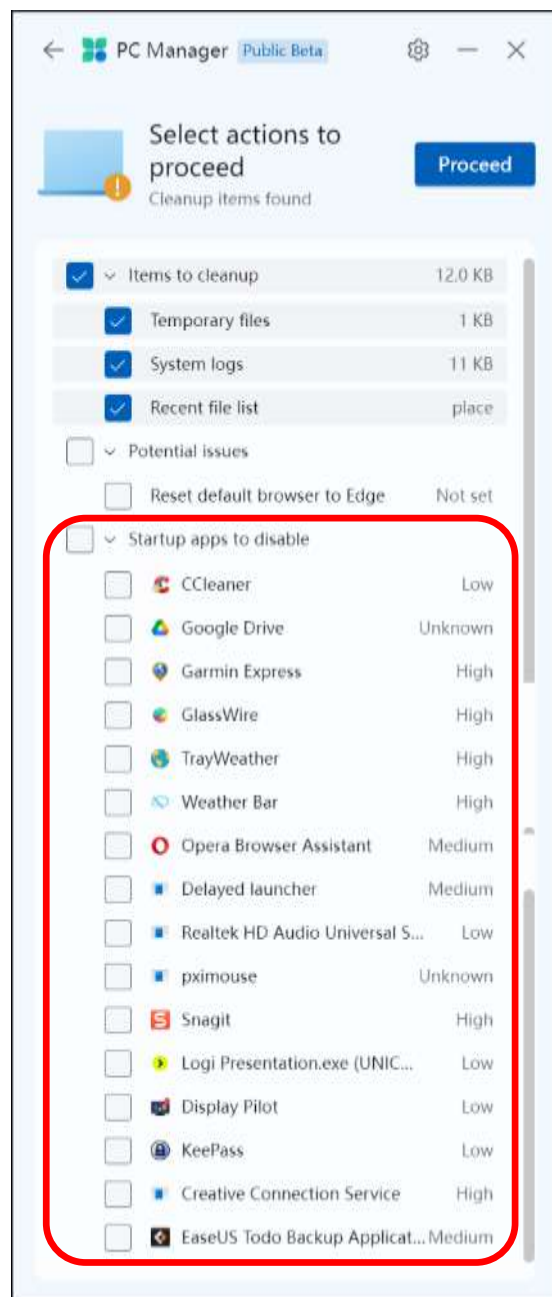
- “Treats found”???*

- reset my “hosts” file*

- reset default browser to Edge???*

# Share

# Health check



## Third section

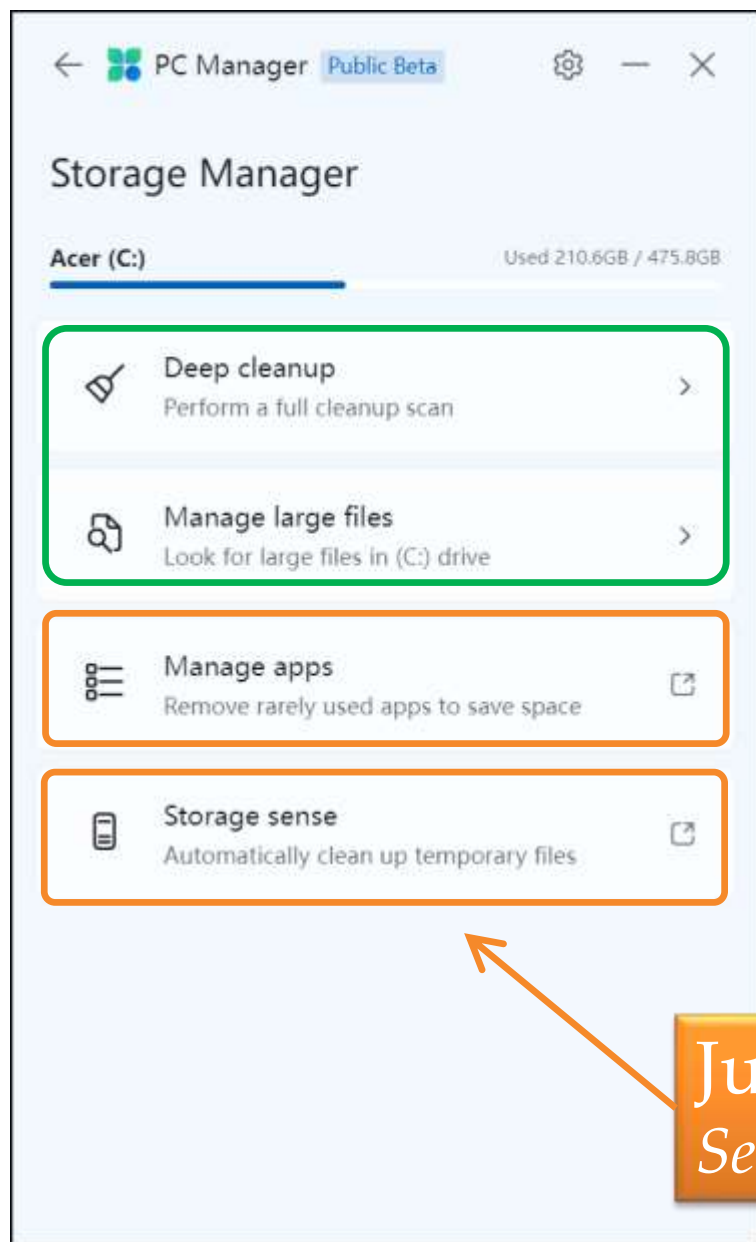
Missed 12 of 28  
startup apps listed  
in Task Manager

- SysInternals *Autoruns* finds much more



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# Storage Manager



Definitely worthwhile

Just calls up  
*Settings | Apps*

Just calls up  
*Settings | System | Storage | Storage sense*

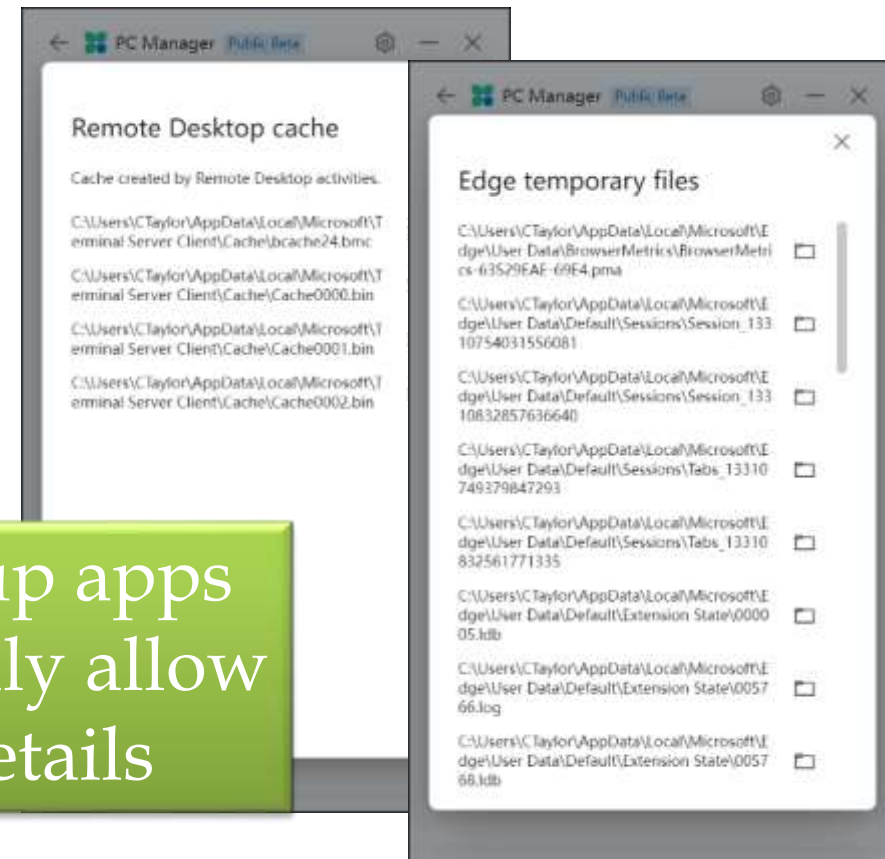
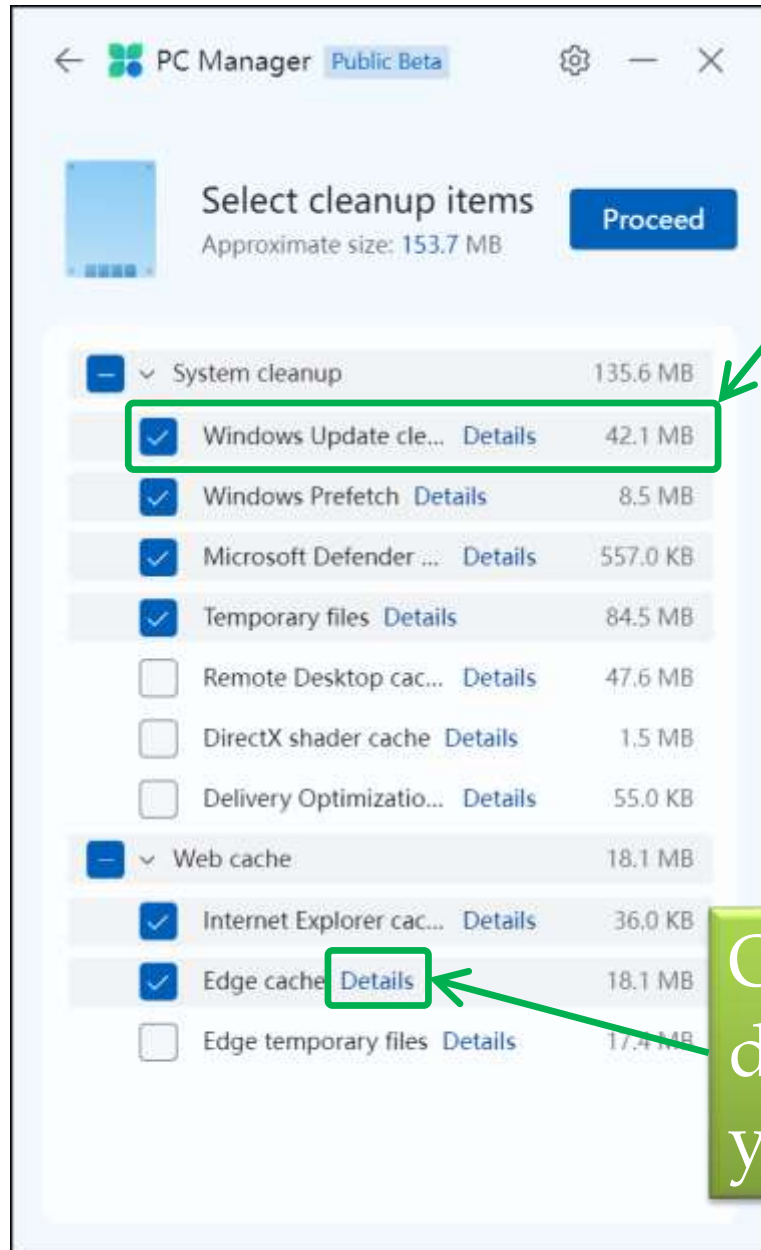
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# Storage Manager Deep cleanup

Only other way to do  
*Windows Update cleanup*

- Disk Cleanup

Other cleanup apps  
don't typically allow  
you to see details



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# Storage Manager

## Manage large files

Only C drive

Manage large files

look for large files in (C:) drive

Size

- ☐ > 10 MB
- ☒ > 50 MB
- ☐ > 100 MB
- ☐ > 1 GB

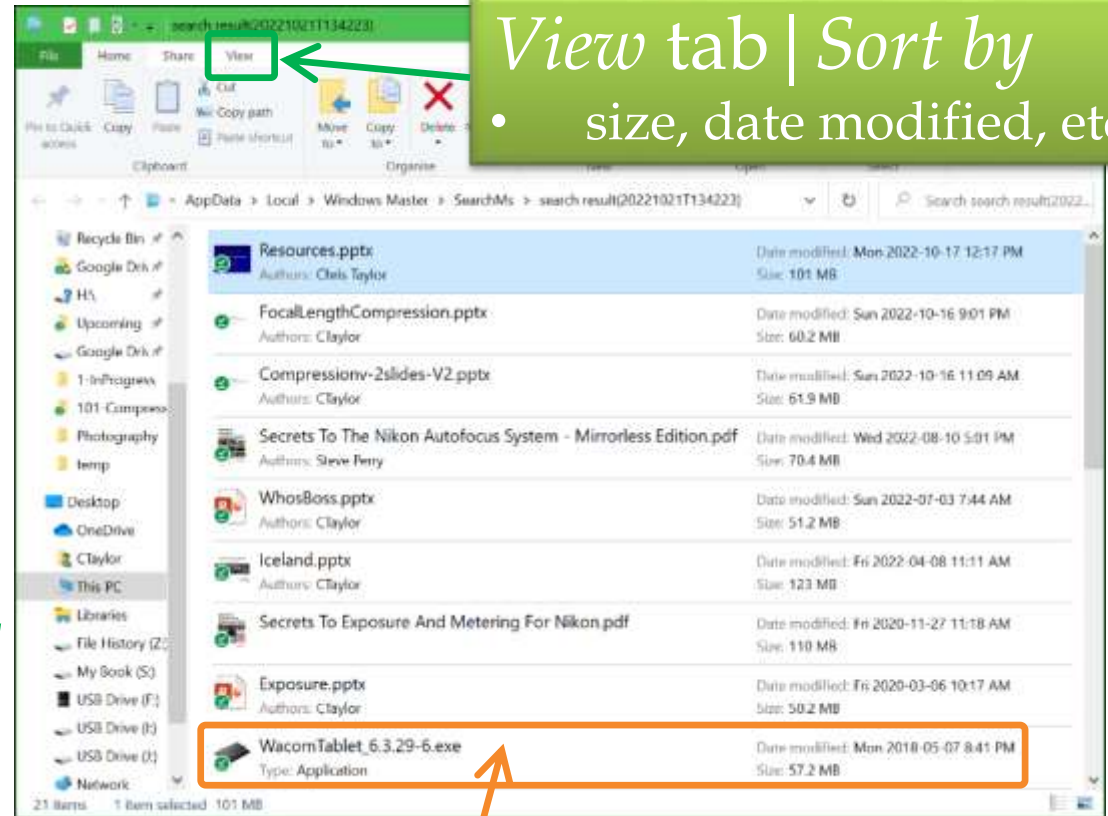
Type

- ☒ Document ☒ Picture ☐ Compressed folder
- ☐ Video ☐ Audio ☒ Others

View in File Explorer

View tab | Sort by

- size, date modified, etc.



Careful deleting anything you didn't create

- found long-forgotten 57 MB installation file I don't need

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# Process management

← PC Manager Public Beta

## Process management

End unused processes to make your system run faster.



ON1 Photo RAW  
Memory usage: 4.4GB

End



Google Chrome  
Memory usage: 2.5GB

End



Snagit  
Memory usage: 1.0GB

End



Thunderbird  
Memory usage: 220.1MB

End



Google Drive  
Memory usage: 124.5MB

End



GlassWire  
Memory usage: 37.8MB

End



Garmin Express  
Memory usage: 34.0MB

End

Nothing Task Manager doesn't allow

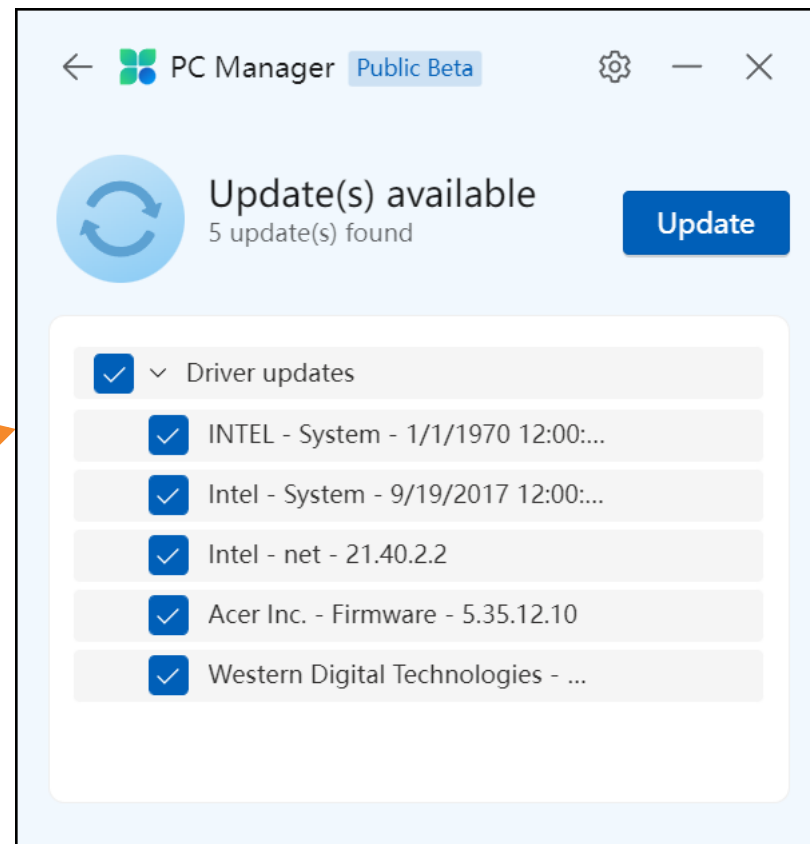
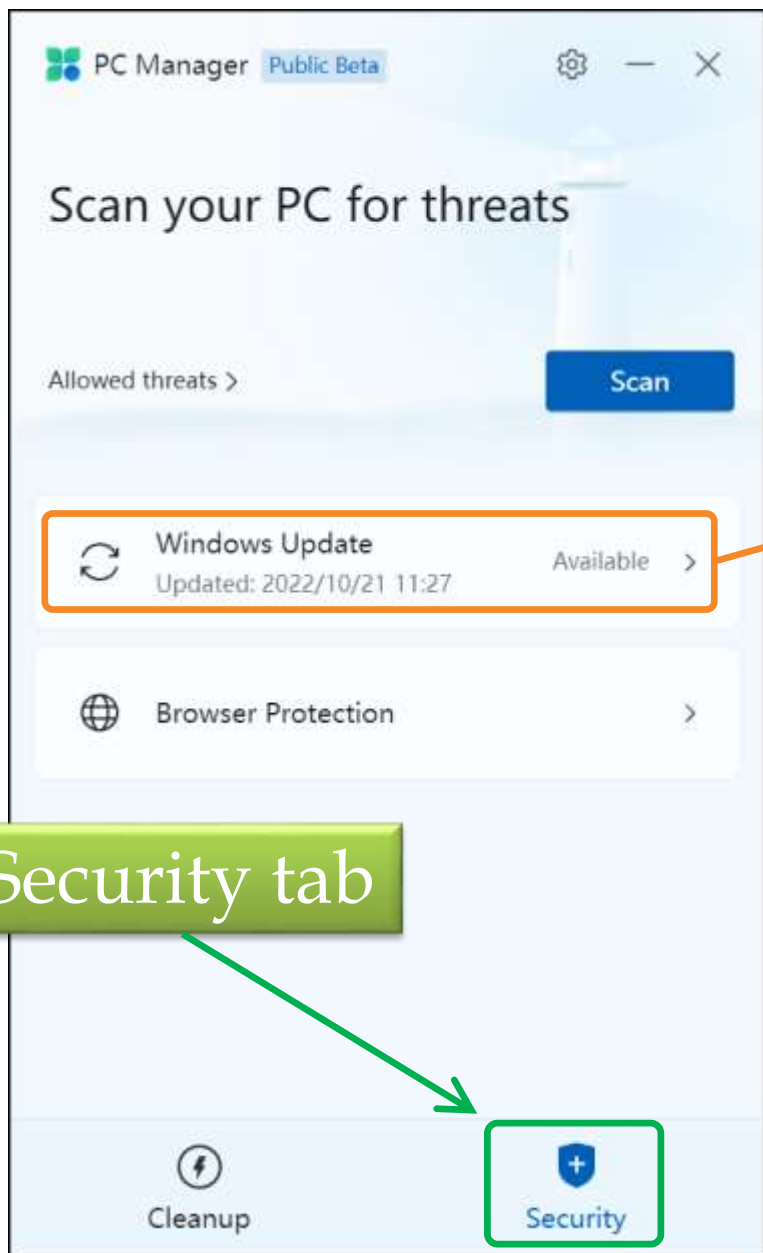
- only showing 27 of 190 processes running
  - (not counting 110 Windows processes)
- maybe only processes safe to end?

*End* process should be last resort

- try ending programs normally
- useful if a process is hung

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# Main screen

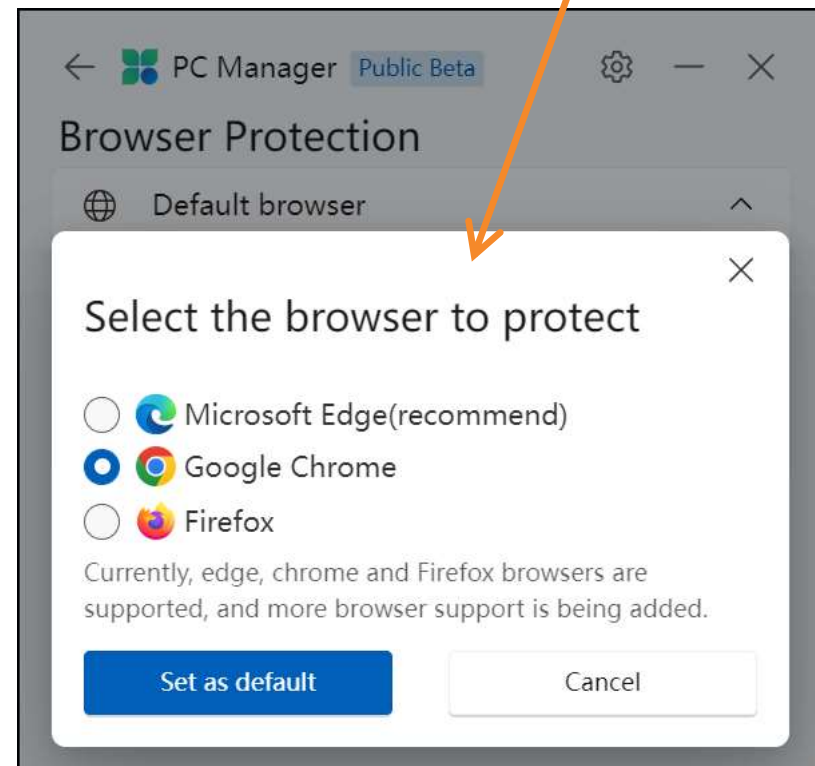
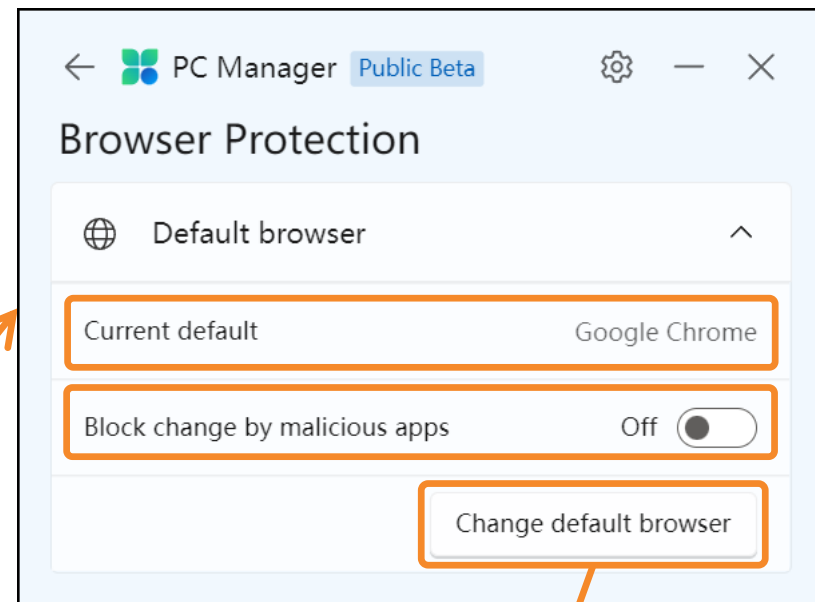
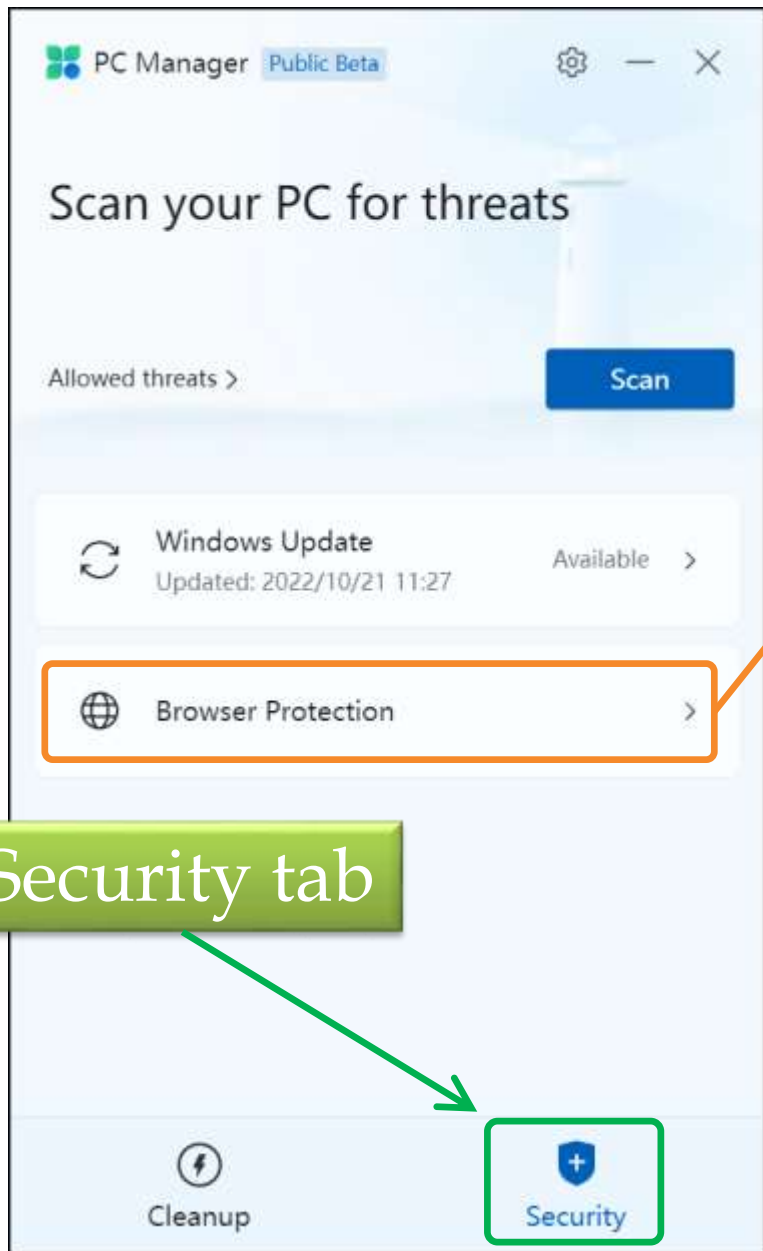


Same ability as

- *Settings | Update & Security | Windows Update*
- exposes available driver updates (optional updates in Windows Update)

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# Main screen



Security tab

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# Summary



- Interesting features
- Hope Microsoft completes & releases it officially
  - maybe roll it into PowerToys?
    - used in-app feedback option to suggest this
- Can it replace:
  - Windows Disk Cleanup?
    - probably – but only for Drive C
  - Windows Storage Sense?
    - mostly – but not Storage Sense's automation
  - CCleaner
    - only partially – CCleaner much more comprehensive cleanup & apps like Thunderbird
- At this point, many different utilities needed

# The Last Ten...



**The last ten minutes of our Q&A session will not have any prepared material - so, give some thought to the question that you want to ask!**



# Keyboard Shortcuts

**Learning Keyboard  
Shortcuts is fun!**



Bob Herres

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Yumi



Pendrivelinux.com

Home » Bootable USB Creator Software » YUMI – Multiboot USB Creator

- Create multi-system flash drives
- USB drive with multiple bootable images
  - Linux distros
  - Recovery software
  - Utilities



Tom Trottier



# Keyboard Shortcuts

- Shortcuts are fun, and they make you more efficient!
- At the Sept 28<sup>th</sup> Q&A, Alan German discussed...

Sept 28 Q&A

[https://opcug.ca/qa\\_recordings/20220928\\_PowerPoint.pdf](https://opcug.ca/qa_recordings/20220928_PowerPoint.pdf)

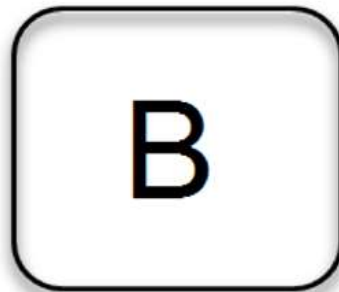
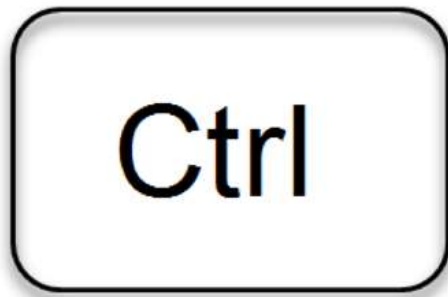




# Keyboard Shortcuts

- If you highlight your text, and press Ctrl + B, it will make your text **bold**.

**Bold Text** emphasizes important points.



**Bold**





# Keyboard Shortcuts

**“90% of all people, do not know this shortcut...”**



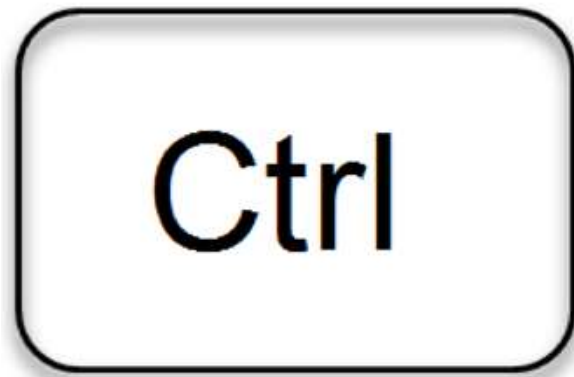
As per: **Dr. Daniel Russell**  
Senior Research Scientist at Google



# Keyboard Shortcuts

**Here is the shortcut, that only 1 person in 10 knows.**

How do you quickly find, **words** or **phrases** in a word document, web browser, PDF, or almost anything...?



**Find**

**Ctrl F** opens a **New Search Window**.... now just type in whatever you need to find!

\* Some programs, offer a “different search” in the menu.



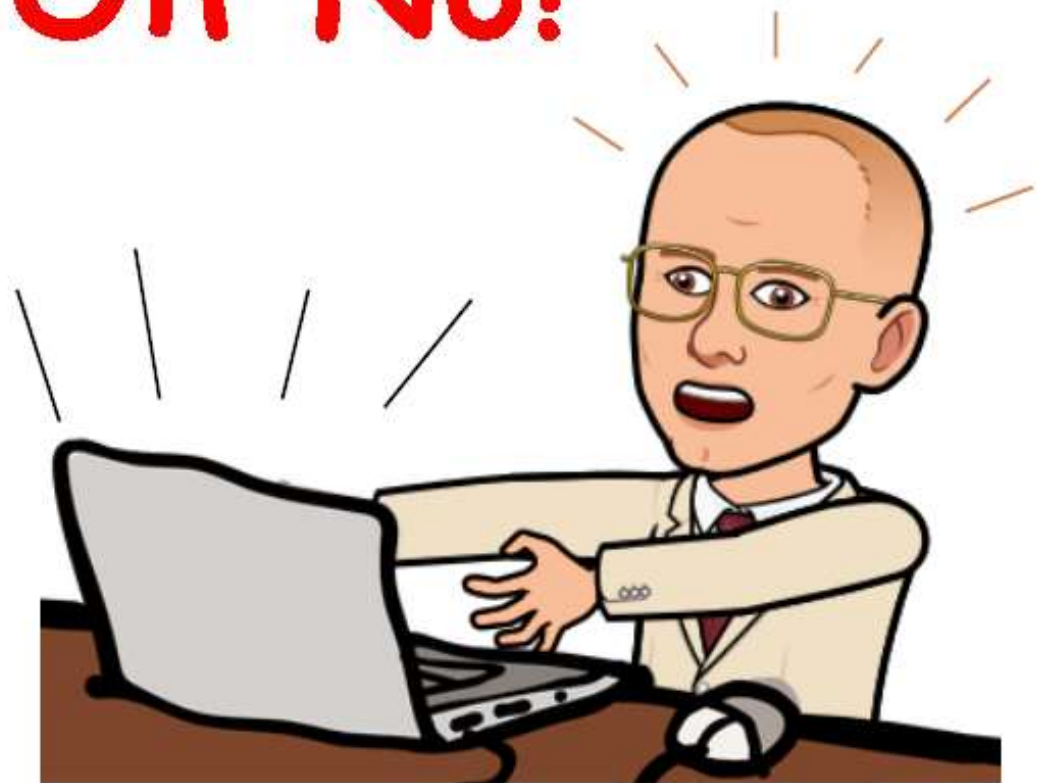


# Keyboard Shortcuts

We've all done this, and I just did it **AGAIN!**

I did something,  
or hit the wrong  
key, and I have  
**Absolutely No**  
idea of what just  
happened!?

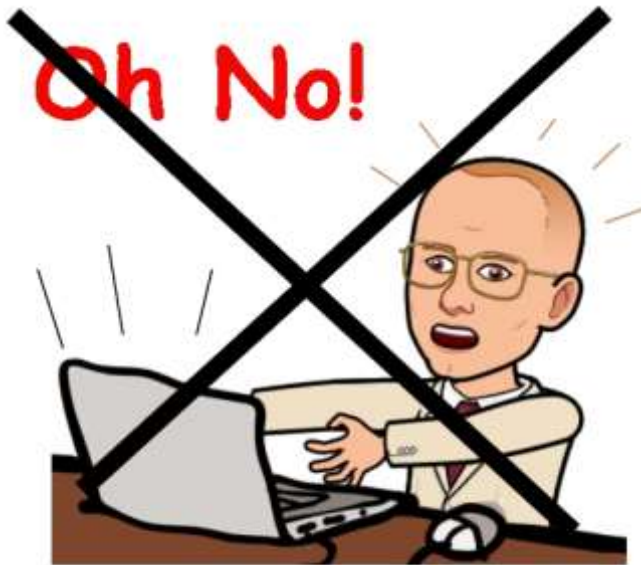
**Oh No!**





# Keyboard Shortcuts

**No Worries!** Ctrl Z will Undo *almost* anything!



## Ctrl Z





# Keyboard Shortcuts



Undo

**CTRL Z** Reverses your last action

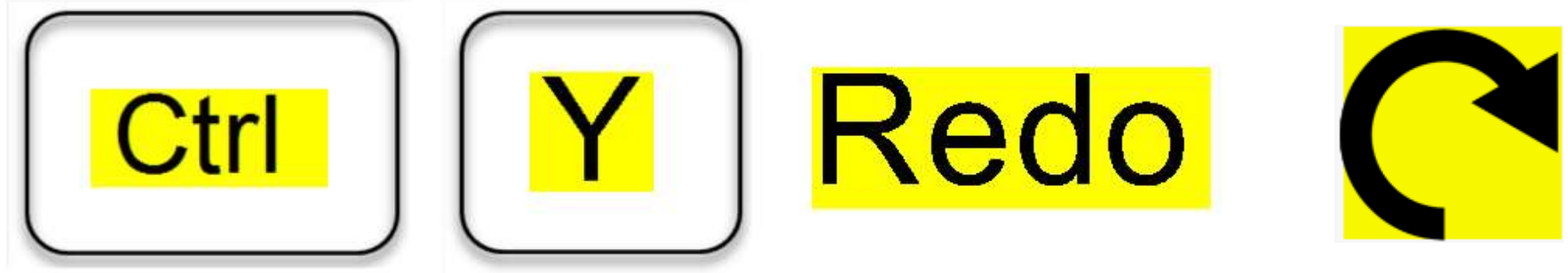
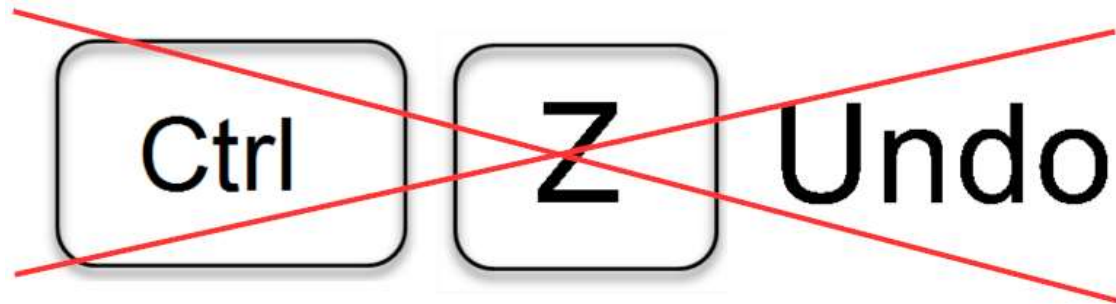


Yes. This will really “undo” *almost* anything!



# Keyboard Shortcuts

And finally, if you pressed **Ctrl Z** to “undo an action” and then you changed your mind...



\* Some programs, do not support **Ctrl Y Redo**.



# Keyboard Shortcuts

Write a Paper Note. Put it on your Desk.

Practice if you  
have time.



**Bold Ctrl-B**

**Find Ctrl-F**

**Undo Ctrl-Z**

**Redo Ctrl-Y**





# Keyboard Shortcuts

Learning Keyboard  
Shortcuts is Fun!



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# YUMI – Your USB Multiboot Installer

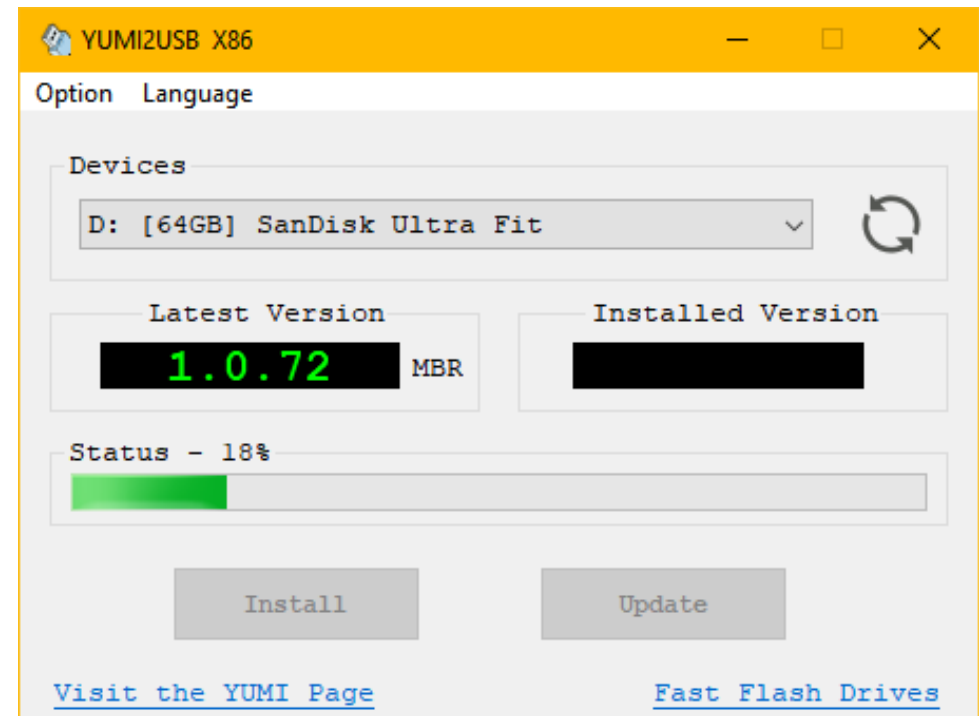
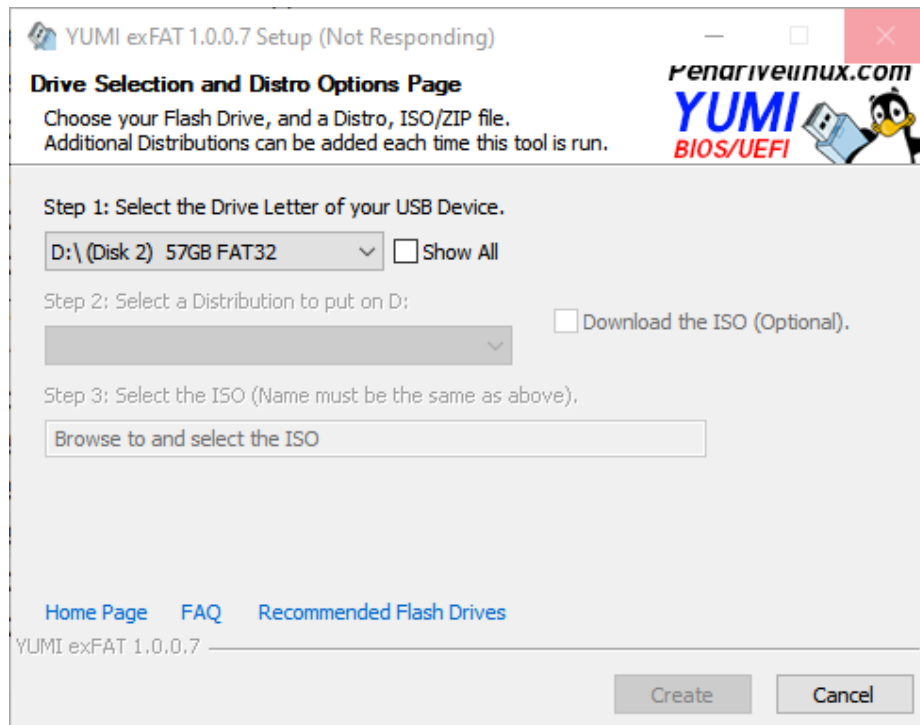
- USBs have grown in size more than bootable images/ISOs
- Create your own toolkits with bootable images
  - Many live or Linux distributions
  - Many windows varieties
  - Troubleshooting tools
- YUMI variants use exFAT, FAT32, or NTFS
  - exFAT for 32GB+ media, 4GB+ files, BIOS or UEFI boot
  - Legacy for NTFS or FAT32, BIOS boot only
  - UEFI for FAT32, BIOS or UEFI boot
- YUMI supports search for the most recent versions

# *UEFI or BIOS* PC startup

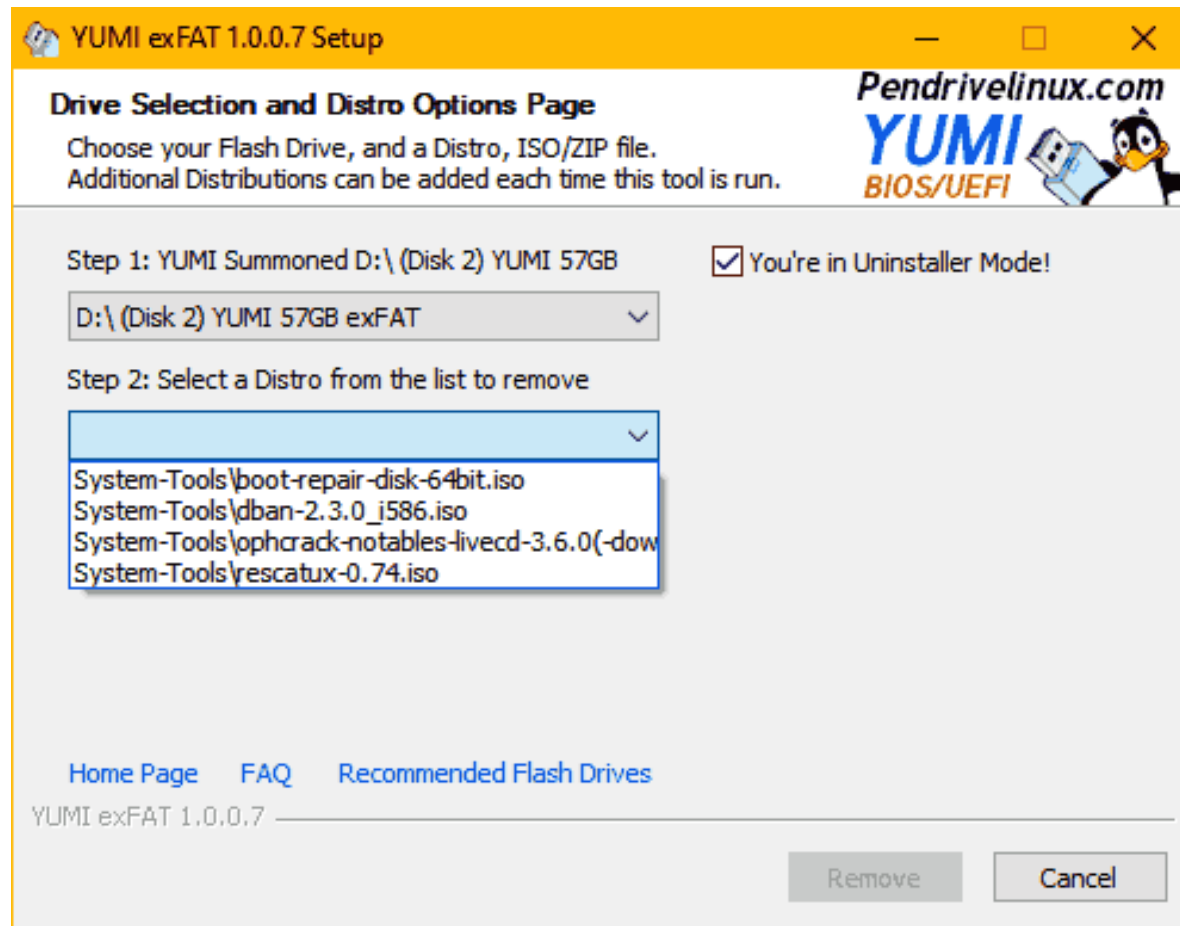
- Either of these in your PC's Read Only Memory
  - Start your PC hardware
  - Detect memory, media
  - POST – Power-On Self Test
  - Support updating some settings
  - Load OS from media, starts it, supports calls to hardware ongoing
- BIOS – Basic Input Output System – from 1975 onwards
- UEFI - Unified Extensible Firmware Interface – 2005 onwards
  - Greater security/Bigger disks/Fancy UI/Language(C)/32 or 64 bit
  - Took years for adoption, now ubiquitous

# Adding bootable ISOs to your USB drive

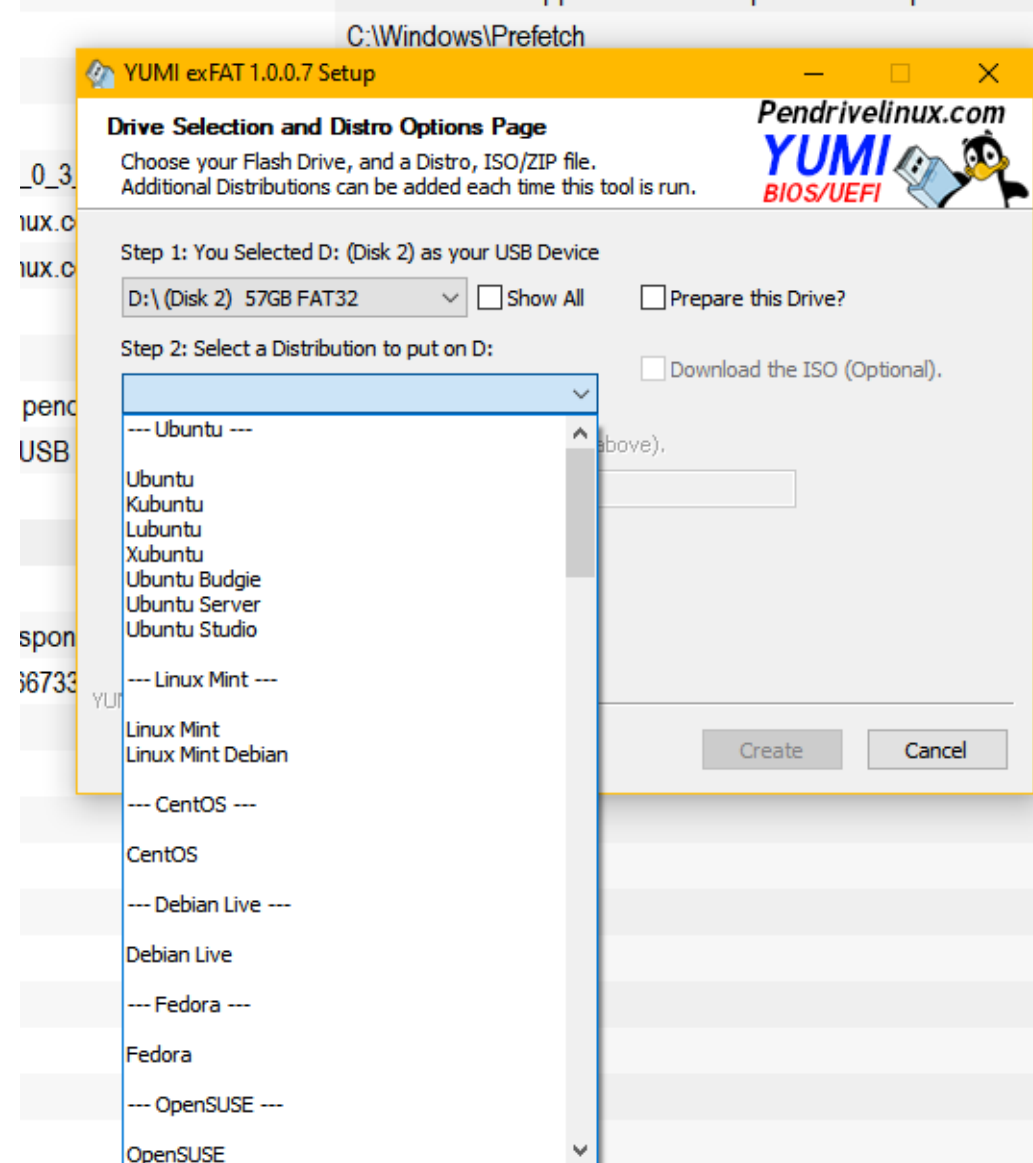
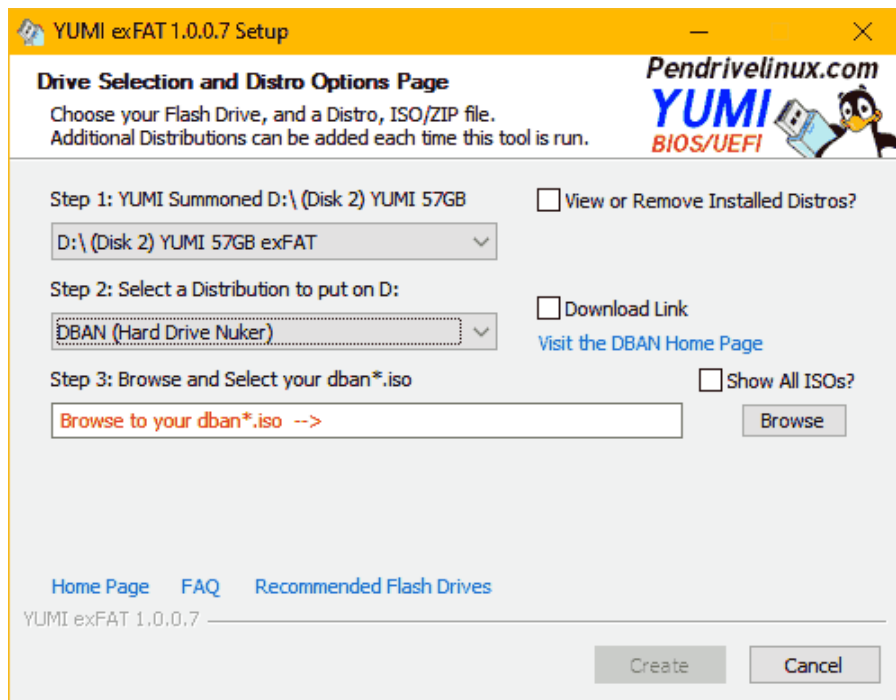
- Prepare USB drive – all current content erased, unless adding ISOs to an *existing* YUMI drive



# If adding to an existing YUMI drive, YUMI will show existing boot disks installed



# Drag in or download bootable ISOs using links provided



Then boot from your USB (you may need to tell BIOS/UEFI in settings to boot from USB first.)



**Any other:  
Questions  
Comments  
Shares?**

# November Meeting



## Windows 11: It's Here to Stay

November 9, 2022  
7:30 pm



Lawrence Patterson

<https://opcug.ca/events/windows-11-its-here-to-stay/>



**Suggestions for  
topics for  
presentations at:**

**Monthly  
meetings**



No Q&A on  
November 9  
(Monthly Meeting)



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

**[SuggestionBox@opcug.ca](mailto:SuggestionBox@opcug.ca)**

