



Alan German & Chris Taylor

Ottawa PC Users' Group

August 23, 2023

Share

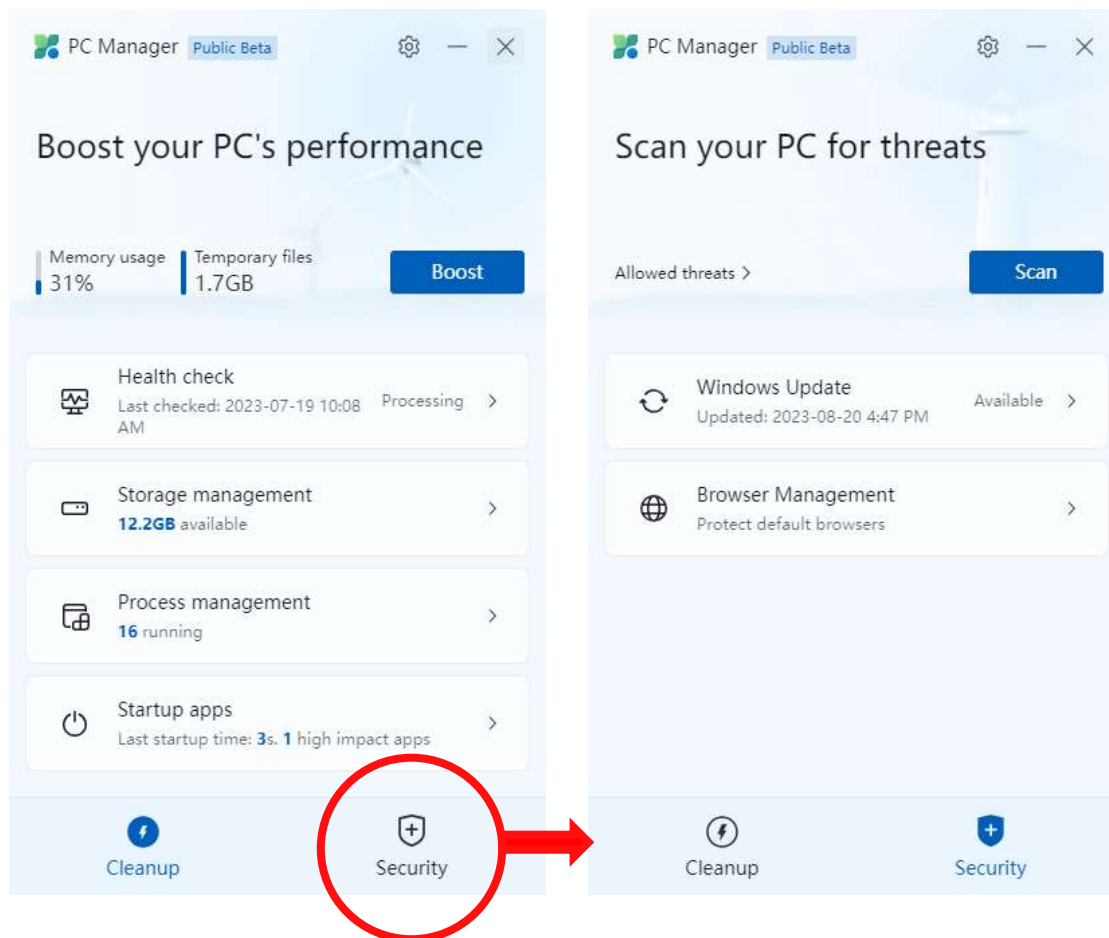
Can We Speed Up An Old Windows Computer?

- Question from a member *“My laptop... takes a while to open, and most of the time it goes in a circle...”*
- Comment from a friend *“My Windows laptop is so sl-o-w...”*

So, what can we do to speed up such machines?

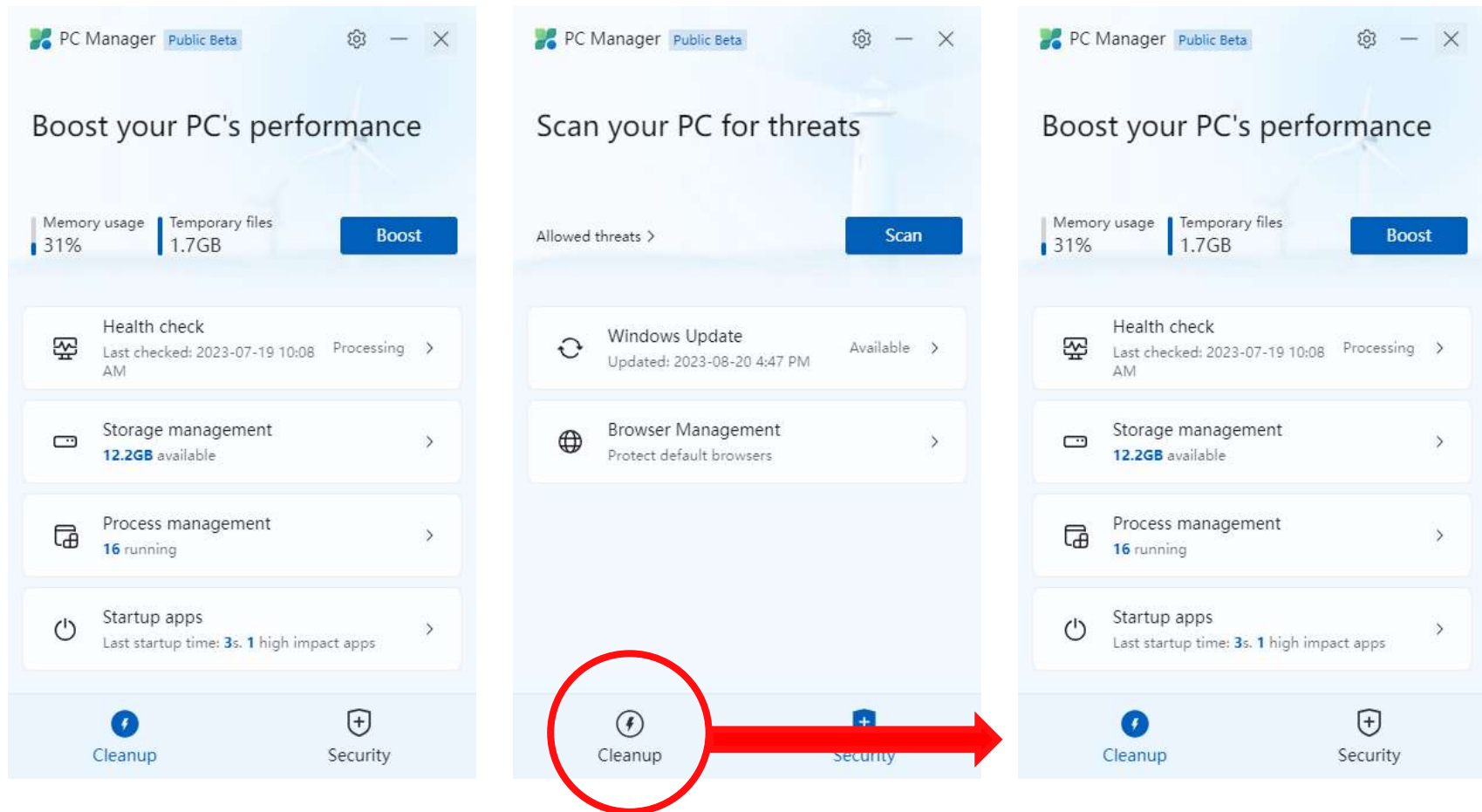
Follow-up from Chris...

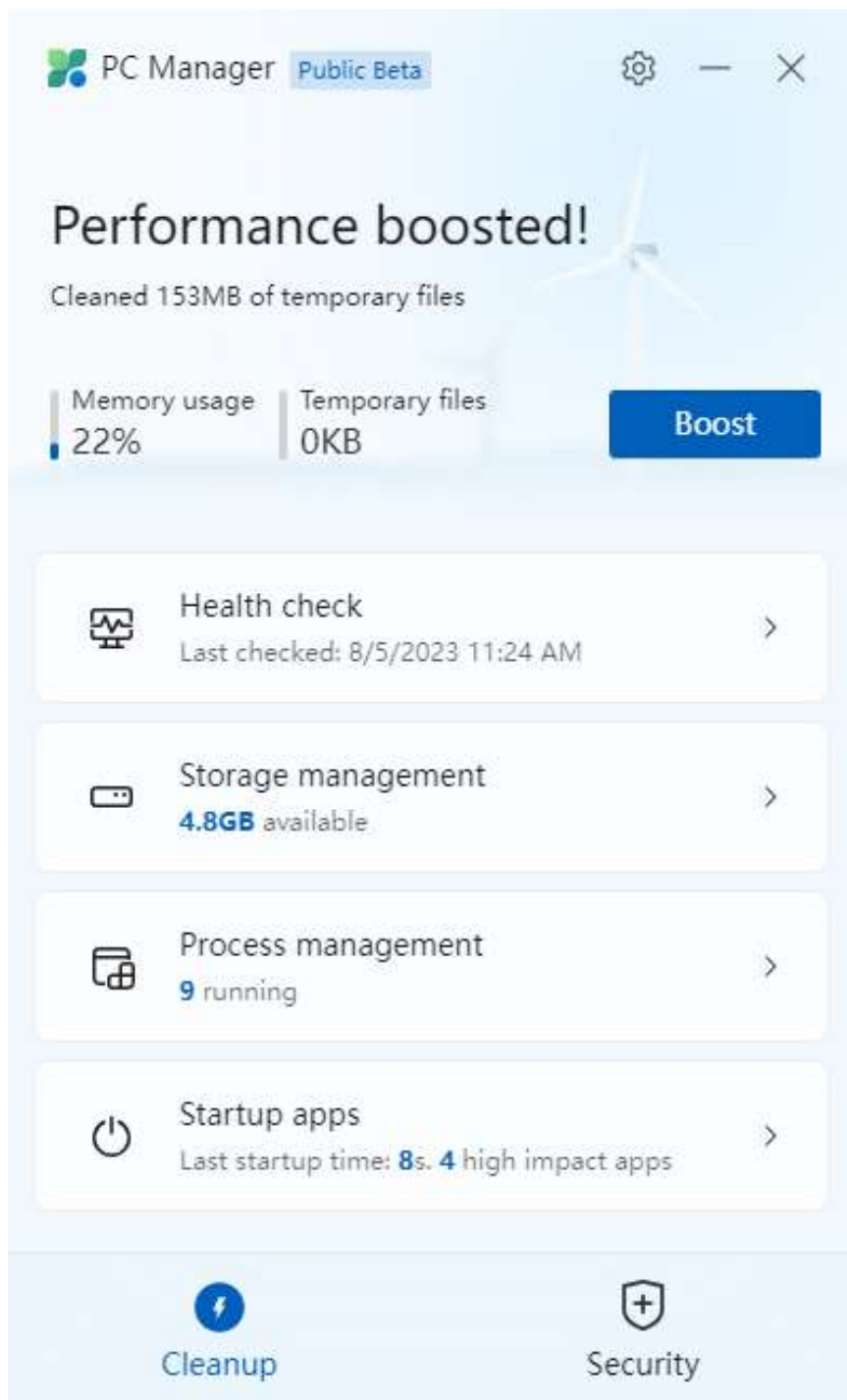
The "Cleanup" at the bottom doesn't do anything -- it is just the tab for what you see by default. Click on "Security" and it switches to that tab. Click on "Cleanup" and it switches back.



Follow-up from Chris...

The "Cleanup" at the bottom doesn't do anything -- it is just the tab for what you see by default. Click on "Security" and it switches to that tab. Click on "Cleanup" and it switches back.





Confused yet?

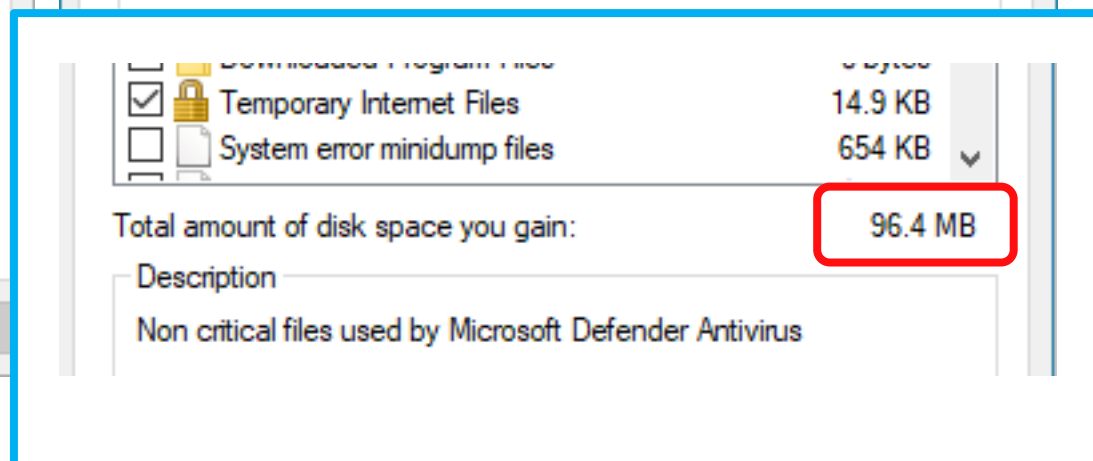
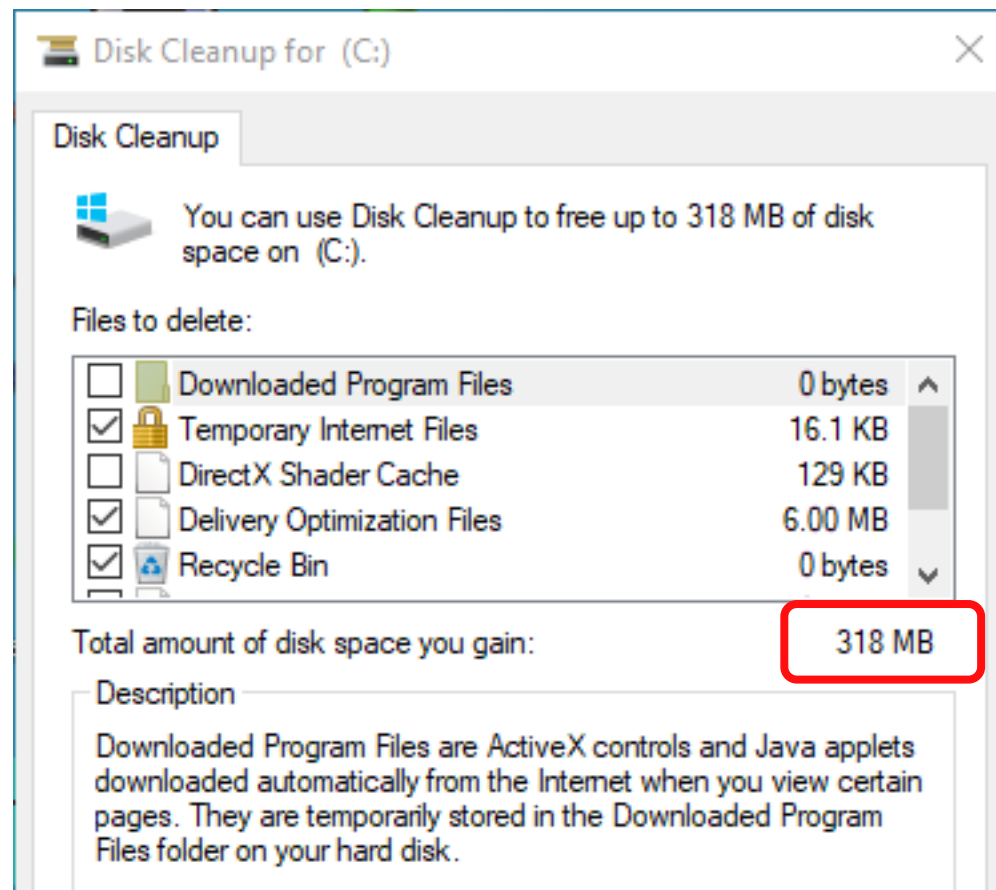
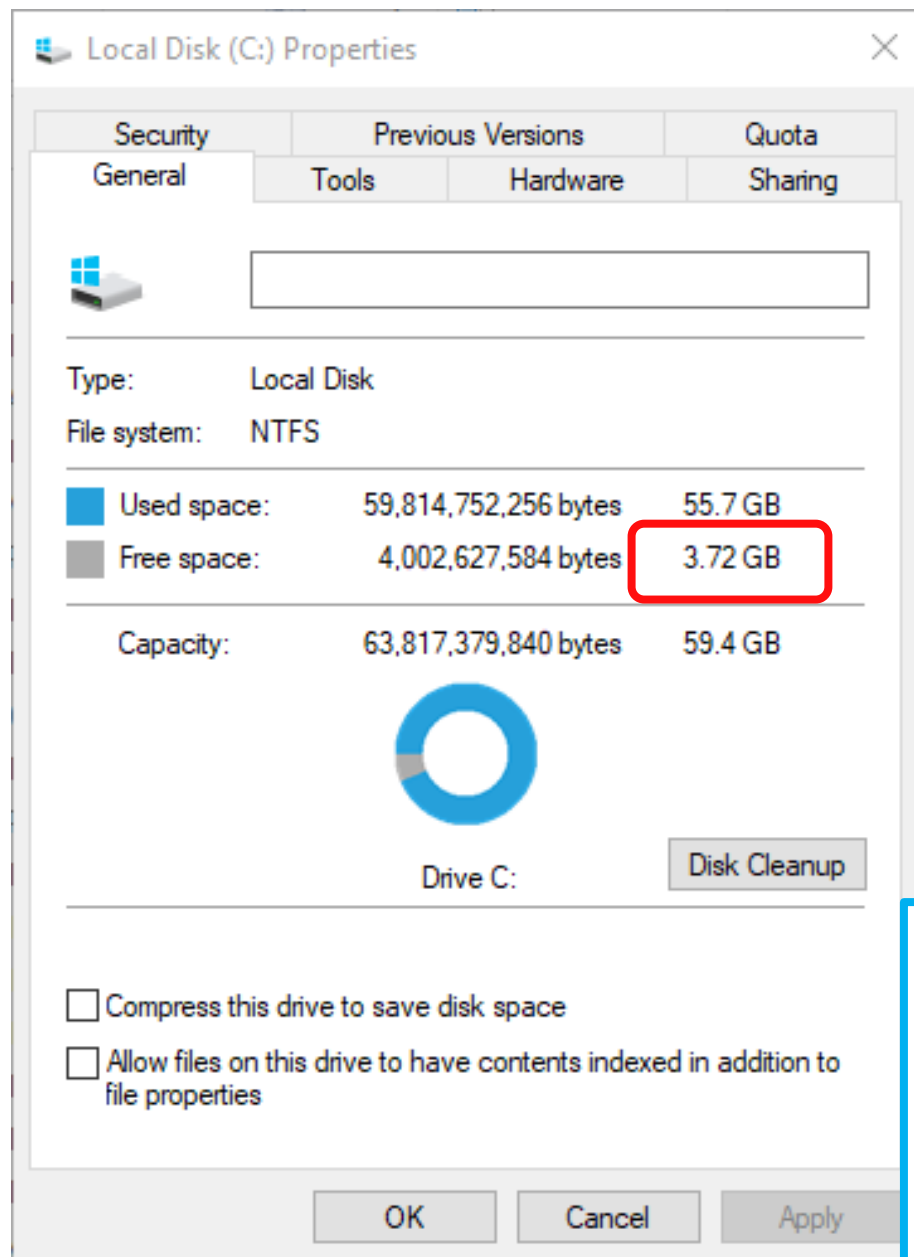
Disk Cleanup
329/104 MB

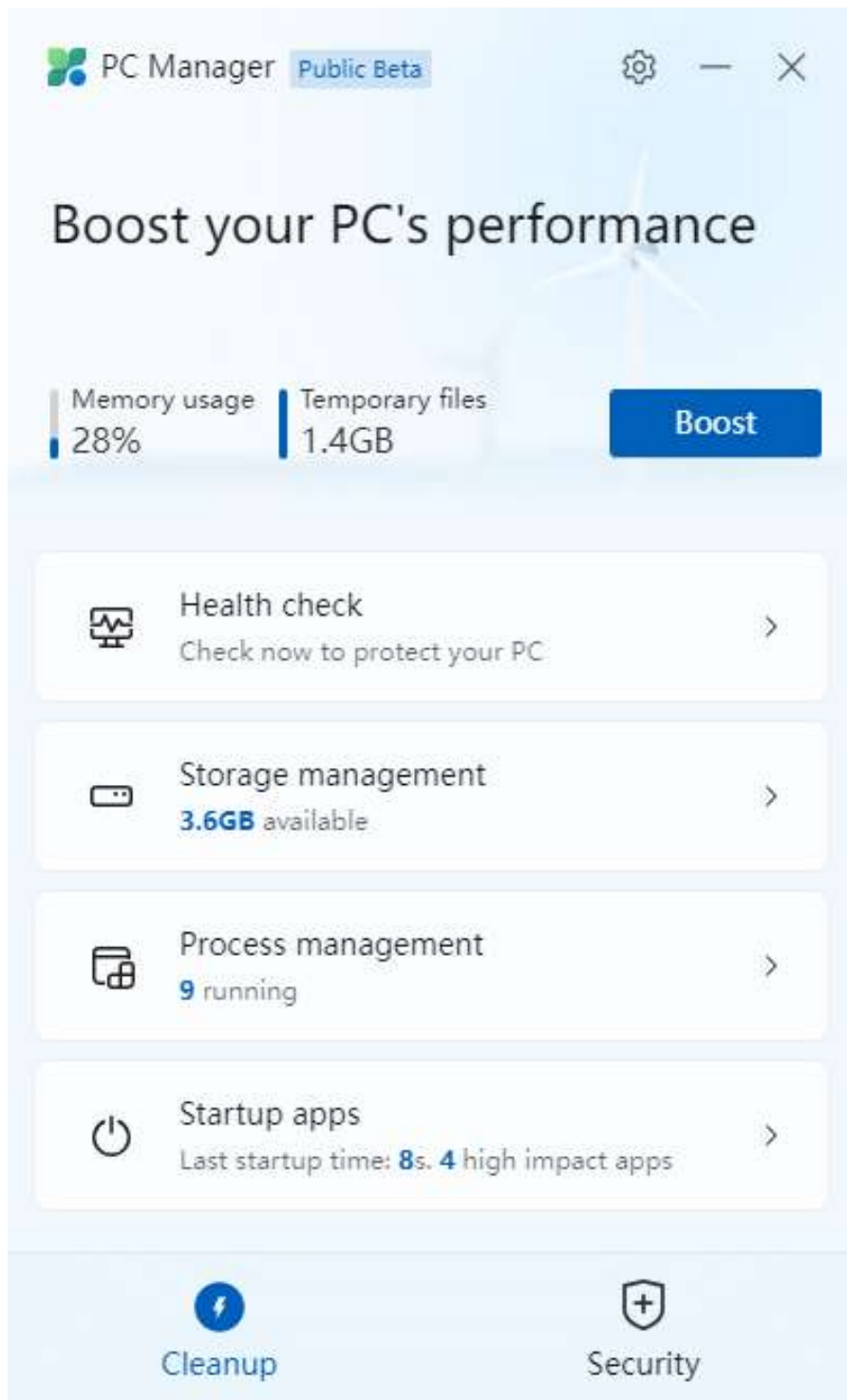
PC Manager

Boost 1.4 GB -> 0

Cleanup 153 MB -> 0

Storage Management
4.8 GB





Controls:

- Boost
- Health check
- Storage management
- Process management
- Startup apps
- Cleanup
- Security
- Settings



Select actions to proceed

Cleanup items found

Proceed

☒ ▾ Items to cleanup 1.1 GB

☒ Windows cache 1001 MB

☒ Browser cache 82 MB

☒ Temporary files 11 MB

☒ System logs 27 MB

☒ Recent file list 13 places

☐ ▾ Startup apps to disable

☐  GlassWire High

☐  Windows Security notification ... Low

☐  DW WLAN Card Wireless Net... High

☐  Macrium Reflect UI Watcher Low

☐  KeePass High

☐  Catalyst® Control Center Lau... Medium

☐  Java Update Scheduler Low



Select actions to proceed

Cleanup items found

Proceed

☒ ▾ Items to cleanup 1.1 GB

☒ Windows cache 1001 MB

☒ Browser cache 82 MB

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☐  KeePass High

☐  Catalyst® Control Center Lau... Medium

☐  Java Update Scheduler Low



Health check completed

All actions completed

Done

Completed

▾ Items to cleanup

Windows cache Completed

Browser cache Completed

Temporary files Completed

System logs Completed

Recent file list Completed

Before

PC Manager Public Beta

Select actions to proceed

Cleanup items found

Proceed

☒	Items to cleanup	1.1 GB
☒	Windows cache	1001 MB
☒	Browser cache	82 MB
☒	Temporary files	11 MB
☒	System logs	27 MB
☒	Recent file list	13 places

☐	Startup apps to disable	
☐	GlassWire	High
☐	Windows Security notification ...	Low
☐	DW WLAN Card Wireless Net...	High
☐	Macrium Reflect UI Watcher	Low
☐	KeePass	High
☐	Catalyst® Control Center Lau...	Medium
☐	Java Update Scheduler	Low

After

PC Manager Public Beta

Select actions to proceed

Cleanup items found

Proceed

☒	Items to cleanup	24.3 MB
☒	Windows cache	19 MB
☒	Browser cache	1.0 MB
☒	Temporary files	887 KB
☒	System logs	3.4 MB
☒	Recent file list	6 places

☐	Startup apps to disable	
☐	GlassWire	High
☐	Windows Security notification ...	Low
☐	DW WLAN Card Wireless Net...	High
☐	Macrium Reflect UI Watcher	Low
☐	KeePass	High
☐	Catalyst® Control Center Lau...	Medium
☐	Java Update Scheduler	Low



Select actions to proceed

Cleanup items found

Proceed

- ☒ Items to cleanup 24.3 MB
 - ☒ Windows cache 19 MB
 - ☒ Browser cache 1.0 MB
 - ☒ Temporary files 887 KB
 - ☒ System logs 3.4 MB
 - ☒ Recent file list 6 places

☐ Startup apps to disable

- ☐ GlassWire High
- ☐ Windows Security notification ... Low
- ☐ DW WLAN Card Wireless Net... High
- ☐ Macrium Reflect UI Watcher Low
- ☐ KeePass High
- ☐ Catalyst® Control Center Lau... Medium
- ☐ Java Update Scheduler Low



Select actions to proceed

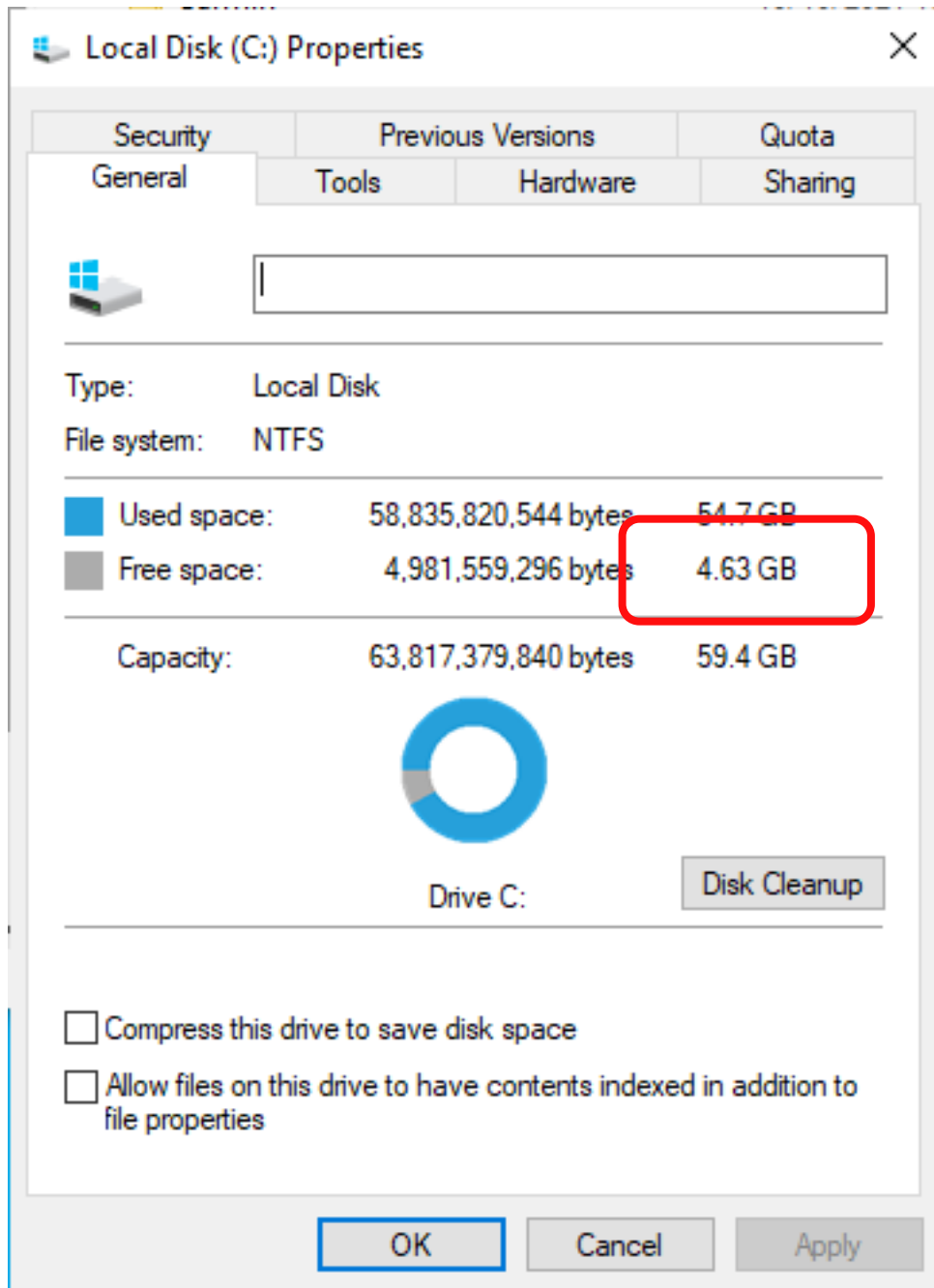
Cleanup items found

Proceed

- ☒ Items to cleanup 0.0 KB
- ☒ Recent file list 1 places

☐ Startup apps to disable

- ☐ GlassWire High
- ☐ Windows Security notification ... Low
- ☐ DW WLAN Card Wireless Net... High
- ☐ Macrium Reflect UI Watcher Low
- ☐ KeePass High
- ☐ Catalyst® Control Center Lau... Medium
- ☐ Java Update Scheduler Low
- ☐ GammaTray.exe Unknown



Drive C:

Before

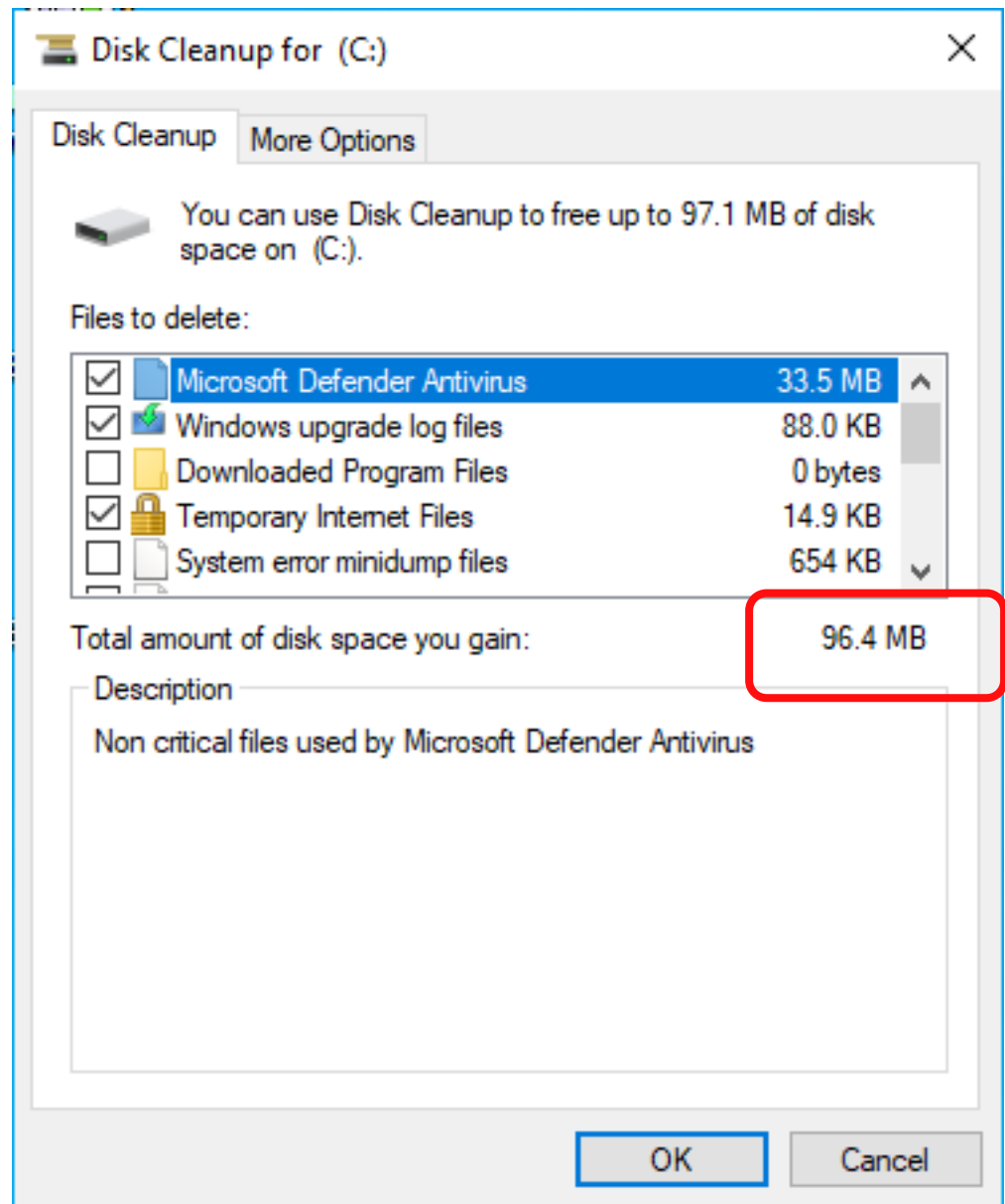
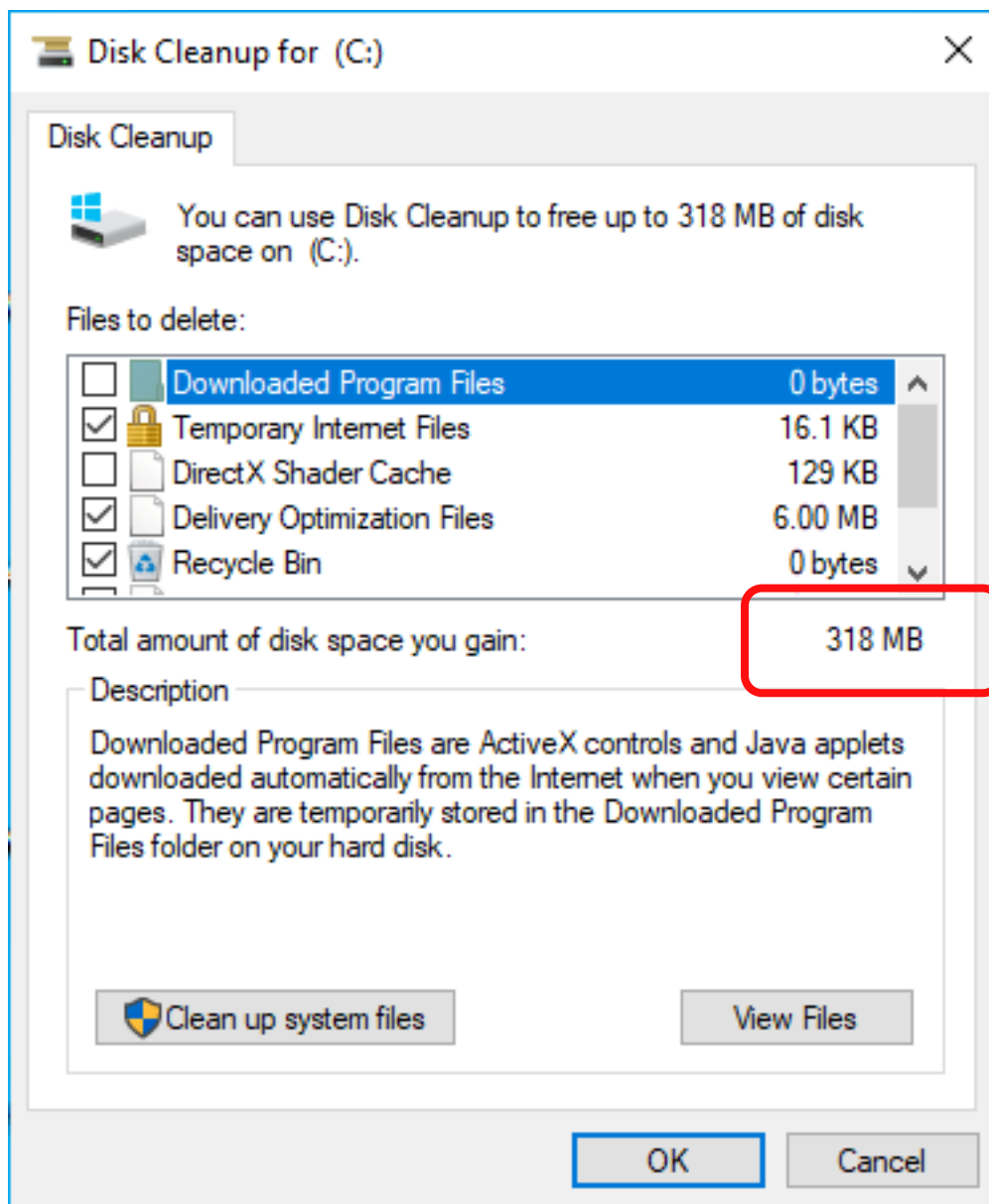
3.66 GB free

After

4.63 GB free

So, about 1 GB
more free space

But, Disk Cleanup...



Disk Cleanup

Files to delete:

- ☒  Downloaded Program Files
- ☒  Temporary Internet Files
- ☒  Windows error reports and feedback di...
- ☒  DirectX Shader Cache
- ☒  Delivery Optimization Files
- ☒  Recycle Bin
- ☒  Temporary files
- ☒  Thumbnails
- ☐  User file history

Clean up system files

Files to delete:

- ☒  Windows Update Cleanup
- ☒  Microsoft Defender Antivirus
- ☒  Windows upgrade log files
- ☒  Downloaded Program Files
- ☒  Temporary Internet Files
- ☒  Windows error reports and feedback di...
- ☒  DirectX Shader Cache
- ☒  Delivery Optimization Files
- ☒  Device driver packages
- ☐  Language Resource Files
- ☒  Recycle Bin
- ☒  Temporary files
- ☒  Thumbnails

Disk Cleanup

Files to delete:

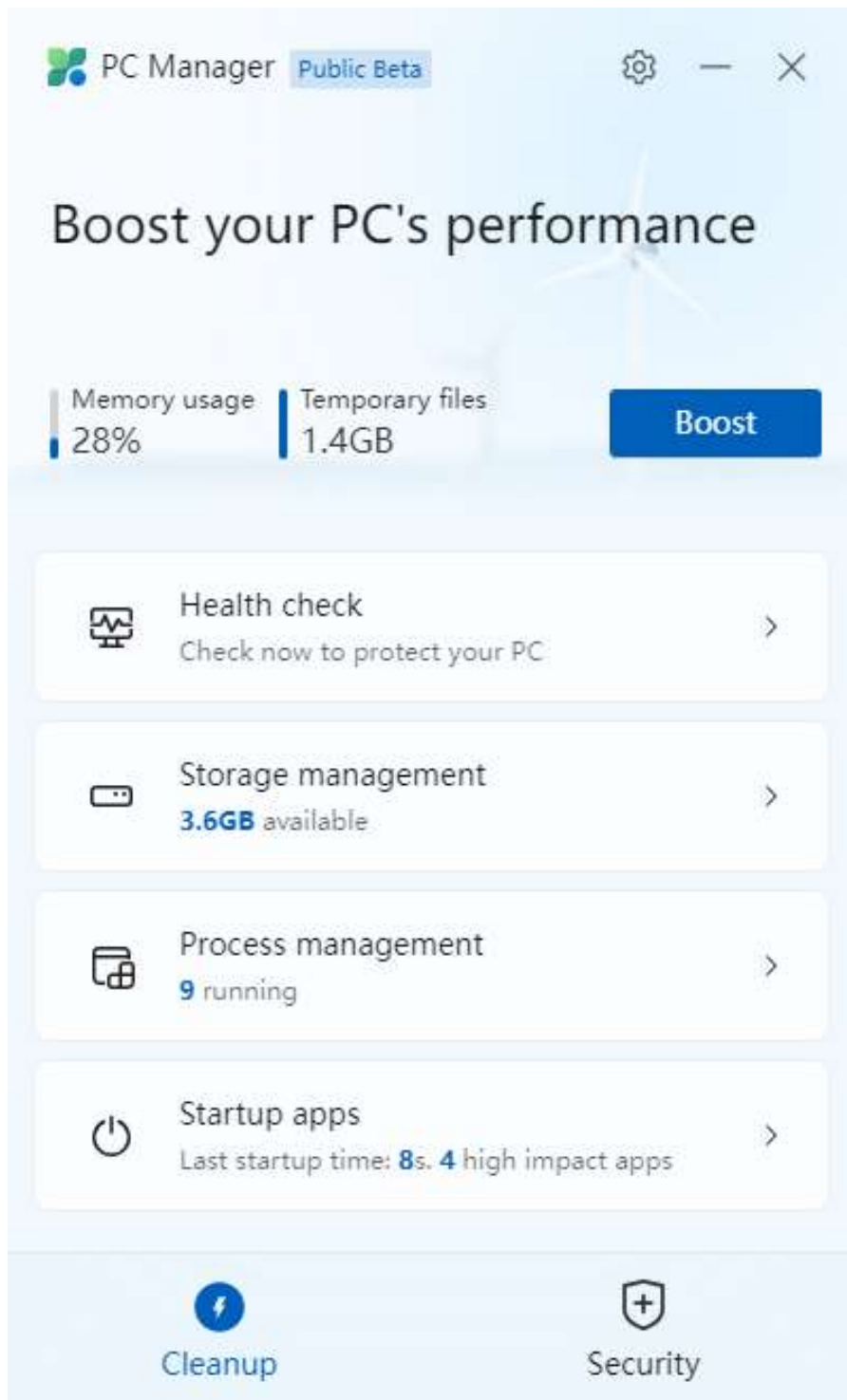
- ☒ Downloaded Program Files
- ☒ Temporary Internet Files
- ☒ Windows error reports and feedback di...
- ☒ DirectX Shader Cache
- ☒ Delivery Optimization Files
- ☒ Recycle Bin
- ☒ Temporary files
- ☒ Thumbnails
- ☐ Userfile history

- ☒ Windows cache
- ☒ Browser cache
- ☒ Temporary files
- ☒ System logs
- ☒ Recent file list

Clean up system files

Files to delete:

- ☒ Windows Update Cleanup
- ☒ Microsoft Defender Antivirus
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- ☒ Windows error reports and feedback di...
- ☒ DirectX Shader Cache
- ☒ Delivery Optimization Files
- ☒ Device driver packages
- ☐ Language Resource Files
- ☒ Recycle Bin
- ☒ Temporary files
- ☒ Thumbnails



Controls:

- Boost
- Health check
- Storage management
- Process management
- Startup apps
- Cleanup
- Security
- Settings

Storage Manager

Local Disk (C:)

Used 54.7GB / 59.4GB



Deep cleanup

Perform a full cleanup scan



Manage large files

Look for large files in (C:) drive



Manage apps

Remove rarely used apps to save space



Storage sense

Automatically clean up temporary files



Storage Manager

Local Disk (C:)

Used 54.7GB / 59.4GB



Deep cleanup

Perform a full cleanup scan



Manage large files

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Manage apps

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Storage sense

Automatically clean up temporary files





Select cleanup items

Approximate size: 92.9 MB

Proceed



Cleanup completed

Freed 102.4 MB of drive space

Done

☒	System cleanup		84.0 MB
☒	Windows Update cleanup	Details	55.8 MB
☒	Windows Prefetch	Details	7.7 MB
☒	Microsoft Defender Logs and ...	Details	33.0 KB
☒	Temporary files	Details	20.6 MB
☒	DirectX shader cache	Details	129.0 KB
☒	Delivery Optimization Files	Details	34.0 KB
☒	Recycle bin		0.0 KB
☒	Recycle Bin (C:)	View	1.0 KB
☒	Web cache		8.9 MB
☒	Internet Explorer cache	Details	248.0 KB
☒	Edge cache	Details	8.6 MB
☒	Edge temporary files	Details	76.2 MB

☒	System cleanup	
	Windows Update cleanup	Cleaned ⓘ
	Windows Prefetch	Cleaned ⓘ
	Microsoft Defender Logs and ...	Cleaned ⓘ
	Temporary files	Cleaned ⓘ
	DirectX shader cache	Cleaned
	Delivery Optimization Files	Cleaned
☒	Recycle bin	
	Recycle Bin (C:)	Cleaned
☒	Web cache	
	Internet Explorer cache	Cleaned
	Edge cache	Cleaned
	Edge temporary files	Cleaned



Select cleanup items

Approximate size: 67.1 MB

Proceed



Select cleanup items

Approximate size: 67.0 MB

Proceed

☒	System cleanup		67.1 MB
☒	Windows Update clea...	Details	55.8 MB
☒	Windows Prefetch	Details	241.0 KB
☒	Microsoft Defender Lo...	Details	33.0 KB
☒	Temporary files	Details	11.1 MB

☒	System cleanup		67.0 MB
☒	Windows Update clea...	Details	55.8 MB
☒	Windows Prefetch	Details	201.0 KB
☒	Microsoft Defender Lo...	Details	33.0 KB
☒	Temporary files	Details	11.0 MB

Local Disk (C:) Properties



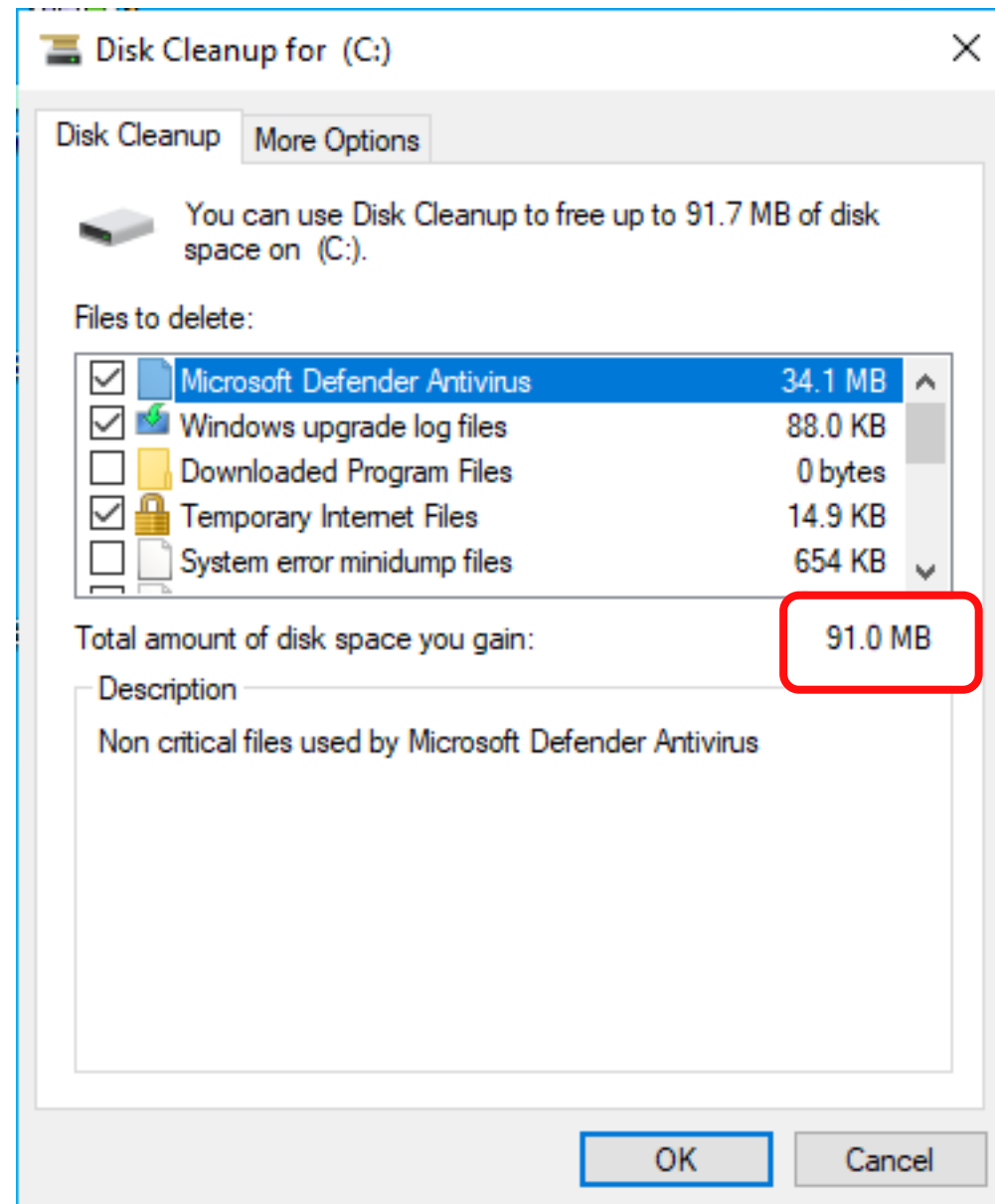
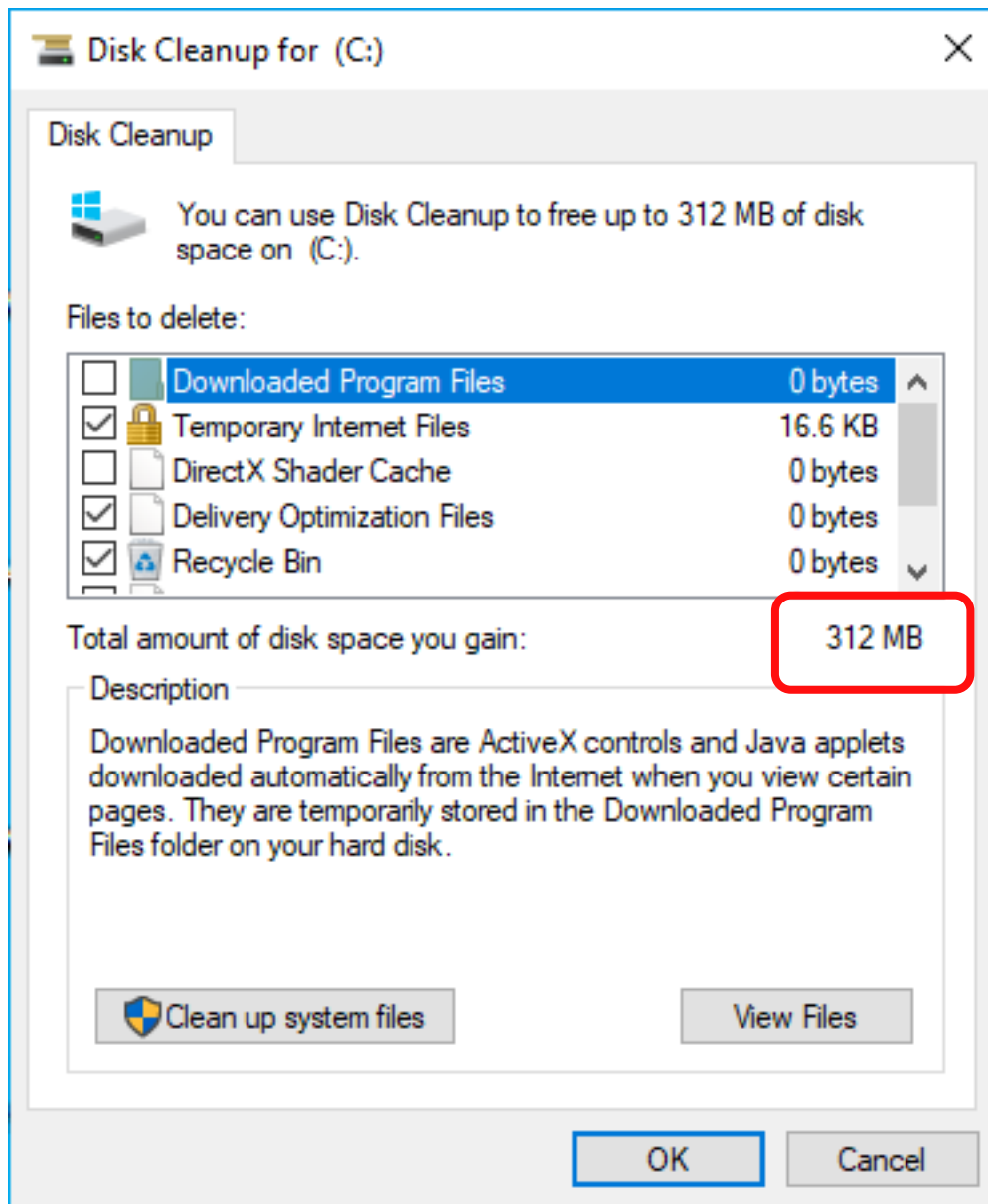
Security	Previous Versions	Quota	
General	Tools	Hardware	Sharing
 C:			
Type: Local Disk			
File system: NTFS			
Used space: 58,650,189,824 bytes 54.6 GB Free space: 5,167,190,016 bytes 4.81 GB			
Capacity: 63,817,379,840 bytes 59.4 GB			
			
Drive C: Disk Cleanup			
☐ Compress this drive to save disk space ☐ Allow files on this drive to have contents indexed in addition to file properties			

OK

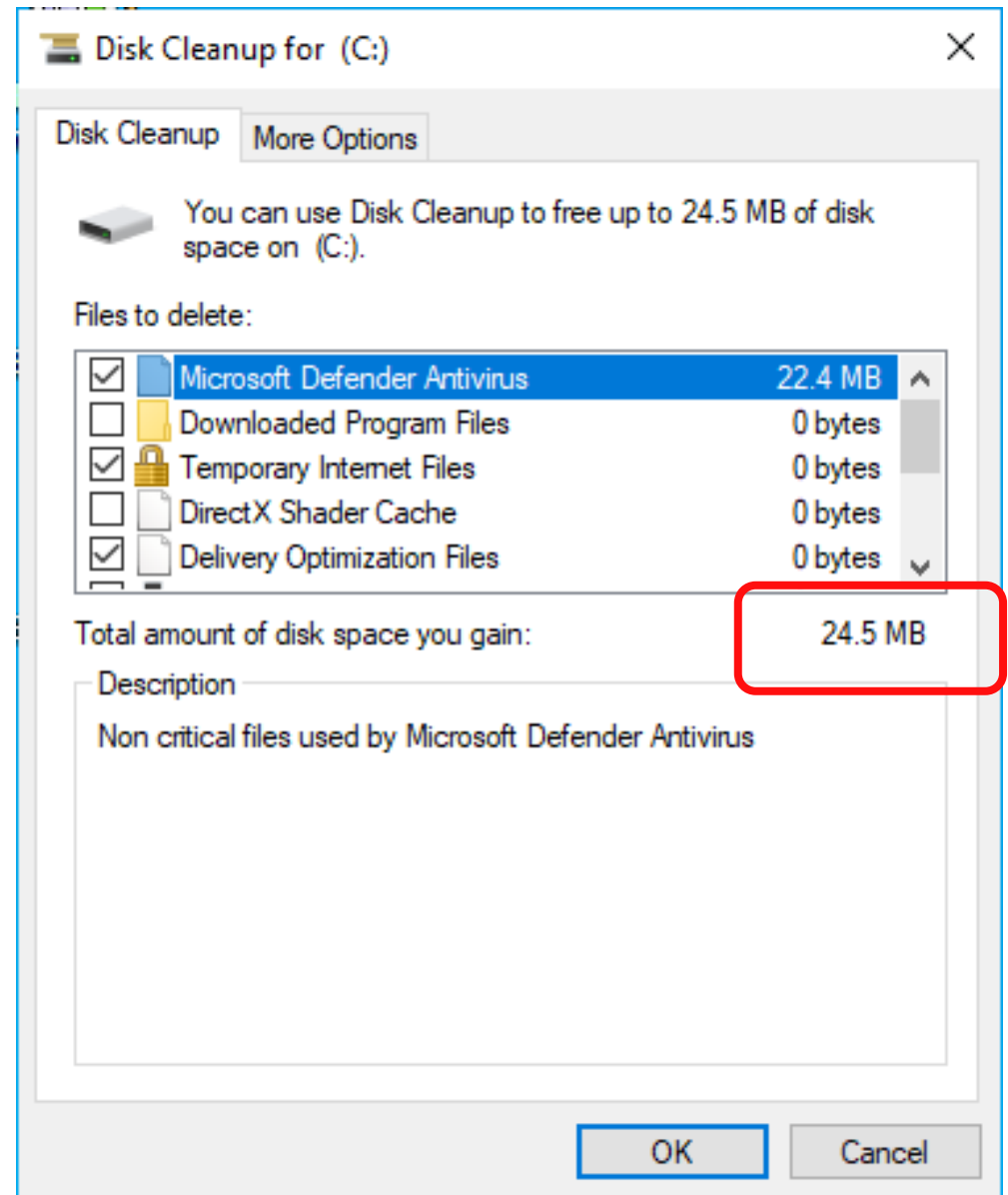
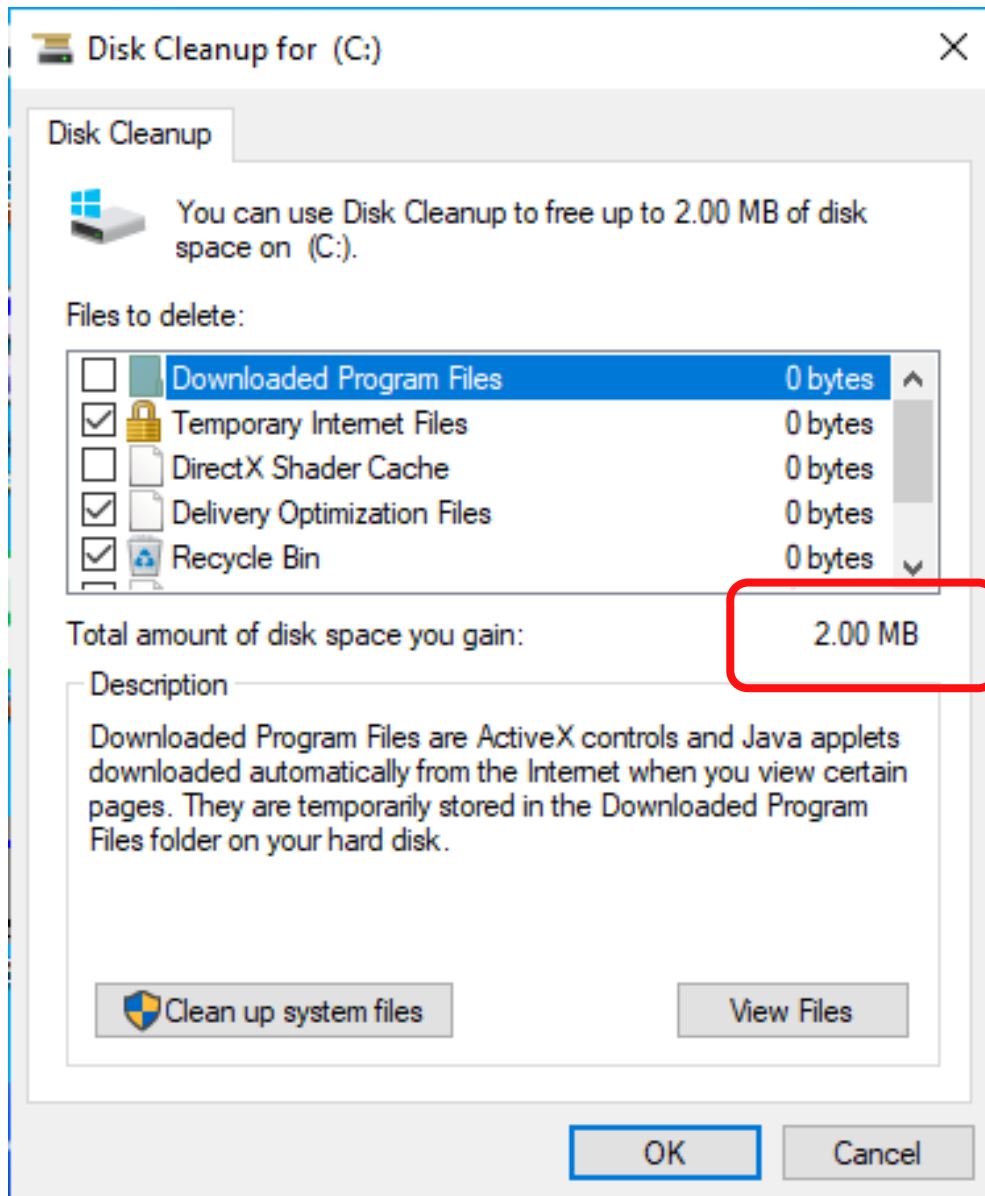
Cancel

Apply

Meanwhile... Disk Cleanup...



Let's finally run Disk Cleanup !



Local Disk (C:) Properties



Security

Previous Versions

Quota

General

Tools

Hardware

Sharing



Type: Local Disk

File system: NTFS

Used space: 58,339,594,240 bytes 54.3 GB

Free space: 5,477,785,600 bytes 5.10 GB

Capacity: 63,817,379,840 bytes 59.4 GB



Drive C:

Disk Cleanup

☐ Compress this drive to save disk space

☐ Allow files on this drive to have contents indexed in addition to file properties

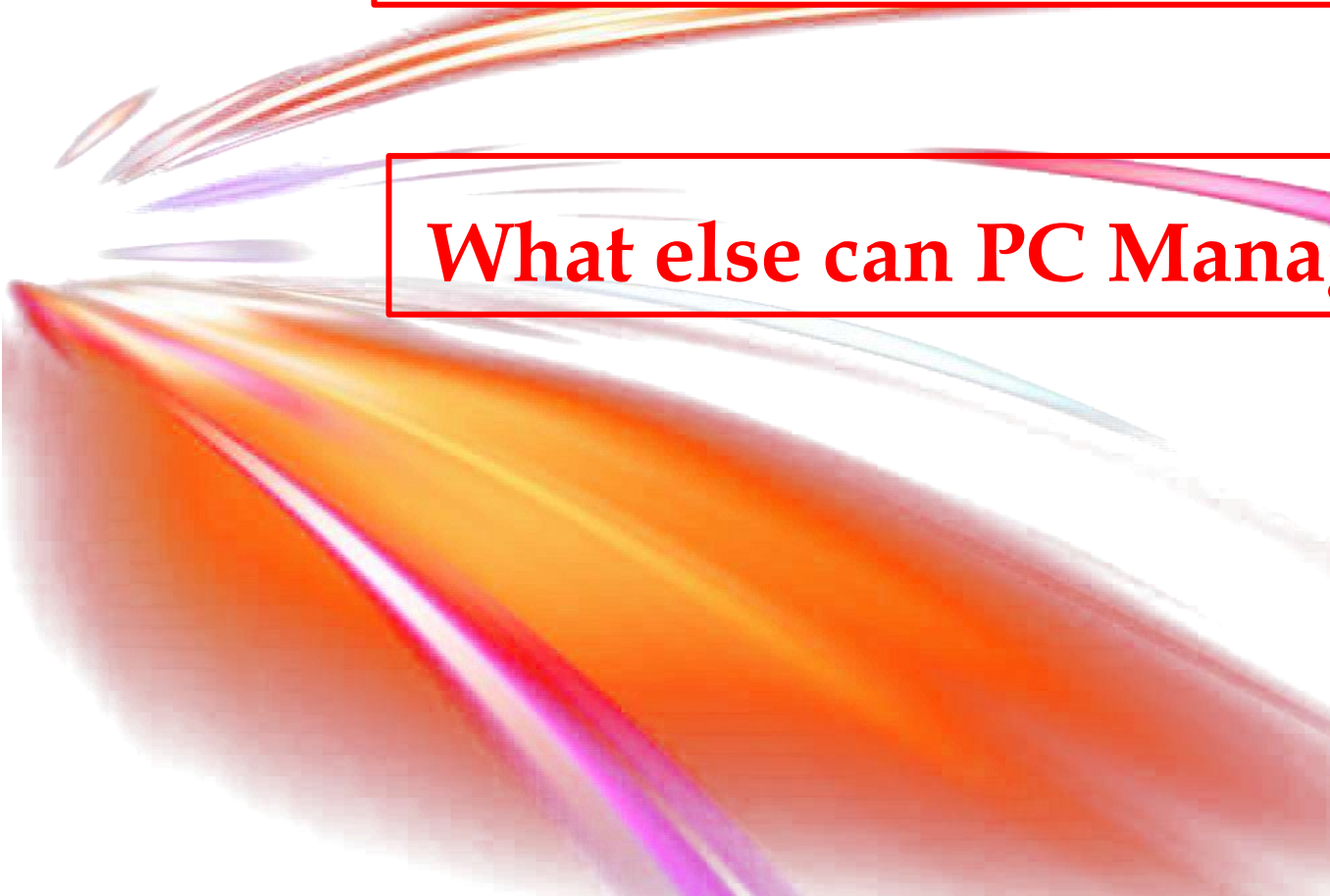
OK

Cancel

Apply

**Finally, we have reclaimed...
about 1.5 GB of disk space**





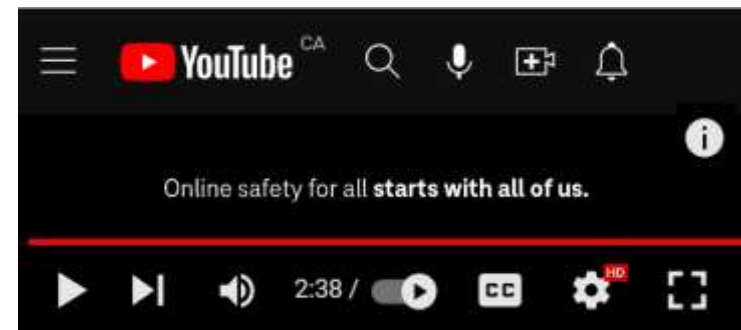
**Finally, we have reclaimed...
about 1.5 GB of disk space**

What else can PC Manager do?



YouTubeTech

Without Consent



- *Sharenting* – the common practice of parents sharing photos or videos of their children online
 - over 75% of parents share their kids' data on social media
 - 8 out of 10 parents have followers they've never met
 - average five-year-old child has had ~1,500 pictures uploaded online without their consent by their parents
 - by 2030, nearly 2/3 of identity fraud cases affecting a young generation will have resulted from *sharenting*
- We share pictures of holidays, celebrations & private moments, which is beautiful & connects us, but...
 - once online, personal data is available worldwide indefinitely
- Unforeseen consequences
 - described using the example of Ella

https://www.youtube.com/watch?v=F4WZ_k0vUDM



YouTubeTech

What to do?



- Take photos consciously
 - make sure children are not recognizable
- Conceal faces
 - use smileys, blur & mosaic effects to make faces unrecognizable
- Share wisely
 - think carefully about information & images you share
- Use security settings
 - social media platforms allow various privacy settings
- Involve children
 - when children are older, talk to them about risks of the Internet
- Ask other parents' permission
 - never post photos of other parents' children without permission

<https://www.telekom.com/en/company/data-privacy-and-security/digitally-secure/details/be-careful-when-sharing-children-s-photos-1041684>



LoonieBits

Canadian Bands



Home

WANTED: Sponsor and/or partner and submissions for Canadianbands.com

I am currently looking for help with the site. Currently advertising is not paying the bills and I no longer have anyone to contribute content. If interested in helping out, contact me through the contact form.

- This website seems to be in a bit of a bind
- If you or someone you know has an interest in Canadian popular music history check this place out.
- Canadian Bands has a catalog of bands & their music with back stories you may not find on Wikipedia
- It is struggling to survive at the moment so if you can't help, enjoy it before it disappears forever

<https://canadianbands.com/>

Stewart Bruce

Share

Same routine every day

Turn on computer...



Make coffee while Windows loads

Back at computer



Start mail client

Wait for email client to load



Wait for IMAP folders to sync



Read email



Share

Could this be streamlined?

Turn on computer...



Make coffee while

- Windows loads
- mail client loads
- IMAP folders sync

Back at computer



Read email

Share

Auto-start programs

- Windows can auto-start programs when Windows loads
- Good for *any* program you normally start every time you use computer



Auto-start programs

- Press **Win+R**
- In the *Run* dialogue box type;
 - *shell:startup*
 - File Explorer window opens at *C:/users/[username]/AppData/Roaming/Microsoft/Windows/StartMenu/Programs/Startup*
- Press **Win+R**
- In the *Run* dialogue box type;
 - *shell:appsfolder*
 - File Explorer window opens at *Applications*
- Drag & drop apps from *Applications* to *Start-up*
 - they will be auto-started when Windows loads

What about *portable apps*?

- Previous instructions only work for programs that are *installed* on computer
 - *portable apps* don't appear on *Start* menu or in *Applications* window (previous instructions)
- If you have any programs that don't appear in the *Applications* window
- See instructions in
 - *Quick Tip 31: Starting a program automatically in Windows*
 - <https://opcug.ca/Articles/2109NEWS.pdf>
 - bottom of page 5

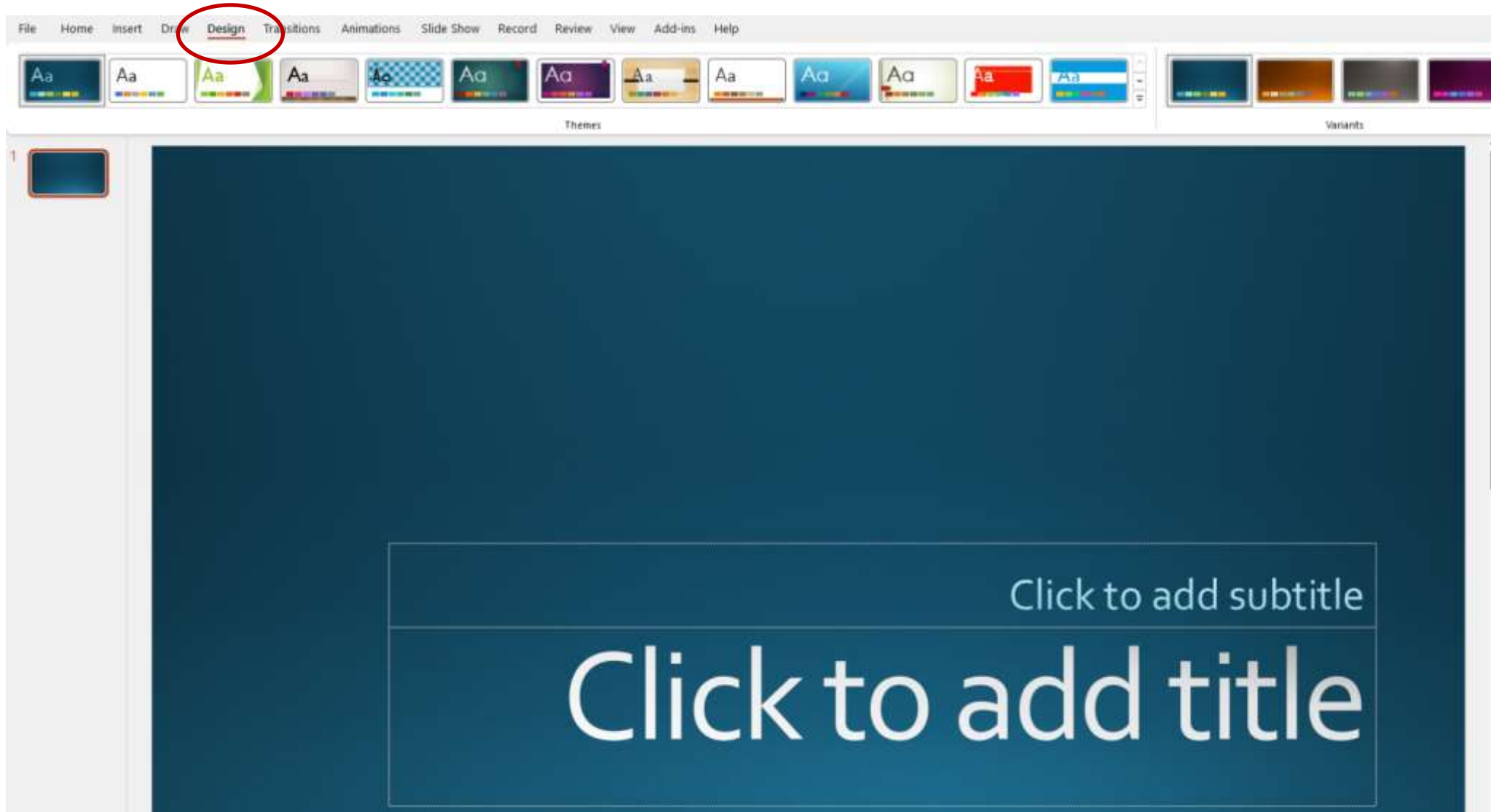
Share

Using PowerPoint for memorials

- Something you can contribute
- Ask permission, photos to include?
- Collect a few photos each from friends/relatives
- Scan, sort your own photos while you wait
- Try to include at least 30 photos
- Choose a simple PowerPoint template



Click on design tab



Slide Size Format Background Customize

Variants

Format Background



> Picture Corrections

▼ Picture Color

Color Saturation

Presets 

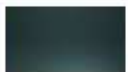
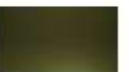
Saturation  100%

Color Tone

Presets 

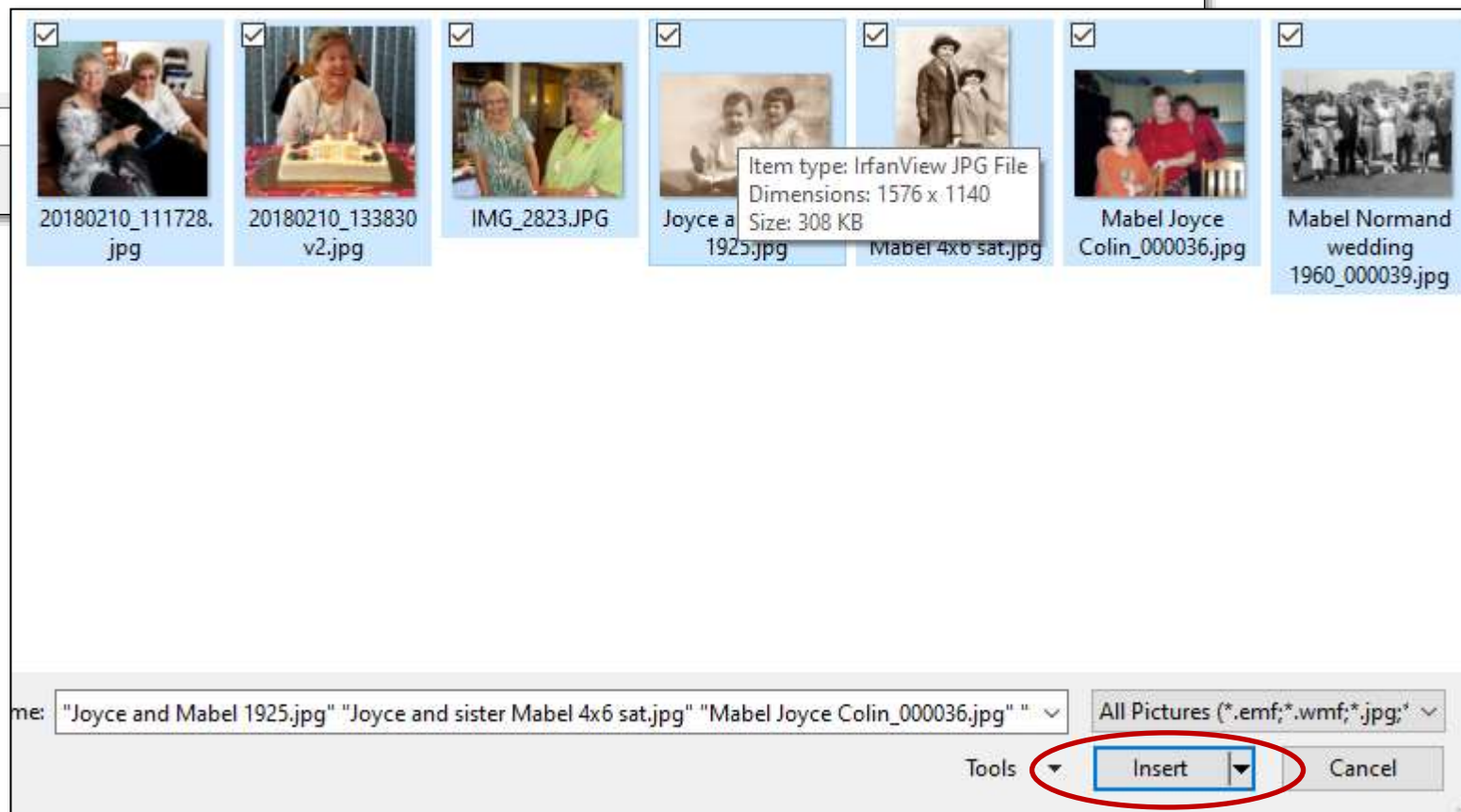
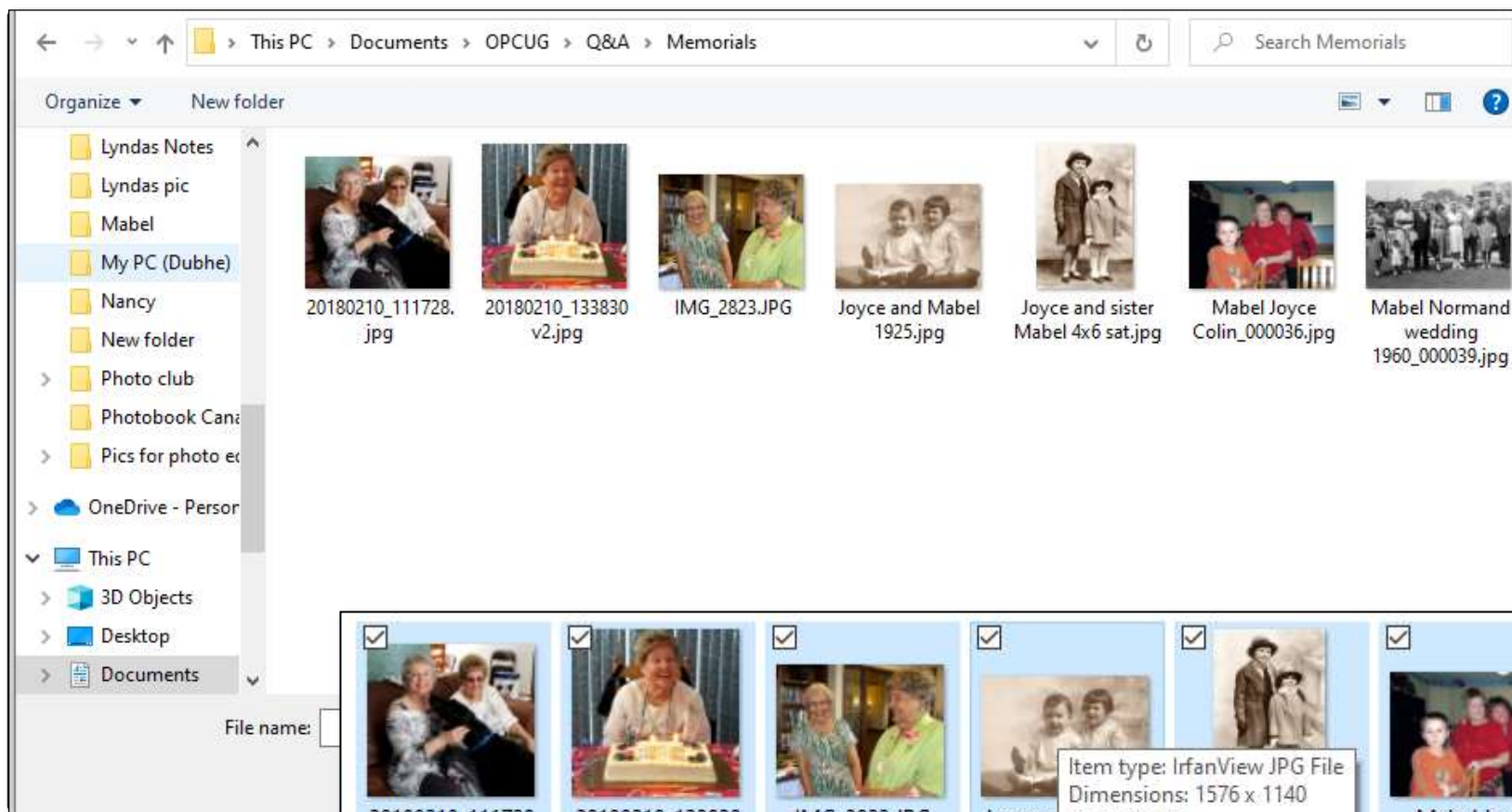
Temperature  6,500

Recolor 

Click to add subtitle

Apply to All Reset Background



Clipboard

Cut Copy Paste Format Painter

Slides

New Slide Layout Reset Section

Font

B I U S ab AV Aa

Paragraph

Text Direction Align Text Convert to SmartArt

Drawing

Arrange Quick Styles Shape Fill Shape Outline Shape Effects

Editing

Find Replace Select



1



File Home Insert Draw Design Transitions Animations Slide Show Record Review

Paste Cut Copy Format Painter Clipboard

New Slide

Layout Reset Section

B I U S ab AV Aa

1

Depth

Title Slide Title and Content Section Header Two Content

Comparison Title Only Blank Content with Caption

Picture with Caption Panoramic Picture with Caption Title and Caption Quote with Caption

Name Card 3 Column 3 Picture Column

The image shows the Microsoft PowerPoint interface. The 'Home' tab is selected in the ribbon. The 'New Slide' button, located in the 'Slides' group, is highlighted with a red box. A dropdown menu is open, displaying a grid of slide layouts. The 'Blank' layout, which is an empty slide, is highlighted with a red box. Other layouts include 'Title Slide', 'Title and Content', 'Section Header', 'Two Content', 'Comparison', 'Title Only', 'Content with Caption', 'Picture with Caption', 'Panoramic Picture with Caption', 'Title and Caption', 'Quote with Caption', 'Name Card', '3 Column', and '3 Picture Column'. On the left side of the screen, a thumbnail of the first slide is visible, showing a person at a desk, and it is also highlighted with a red box.



Click on the first one, cut & paste into blank slide

1



2



3



4



5



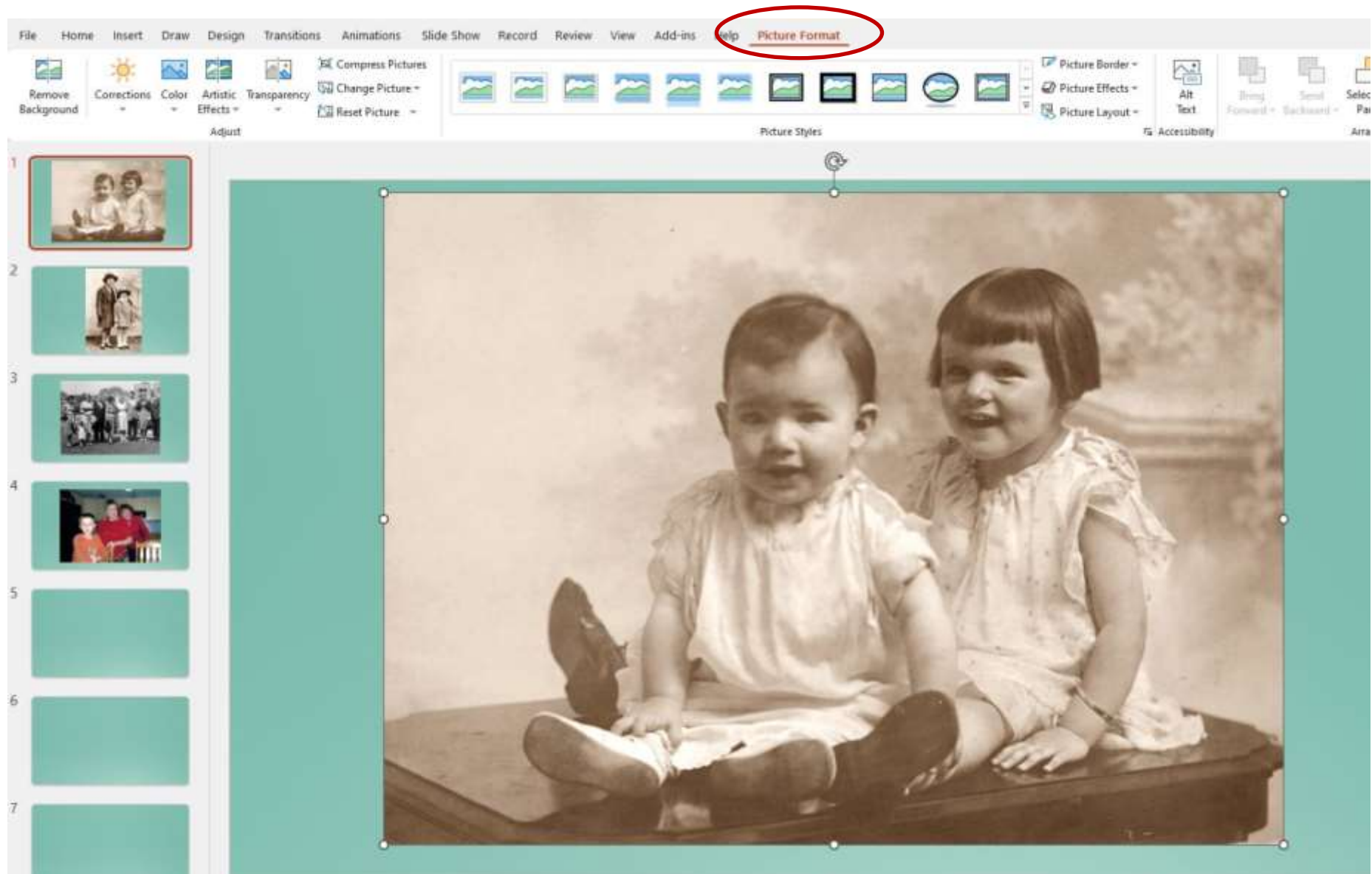
6



7



Click on photo to get Picture Format tab



Compress Pictures

Change Picture

Reset Picture

Picture Styles

Picture Border

Picture Effects

Picture Layout

Alt Text

Bring Forward

Send Backward



Compress Pictures

Change Picture

Reset Picture

Picture Styles

Picture Border

Picture Effects

Picture Layout

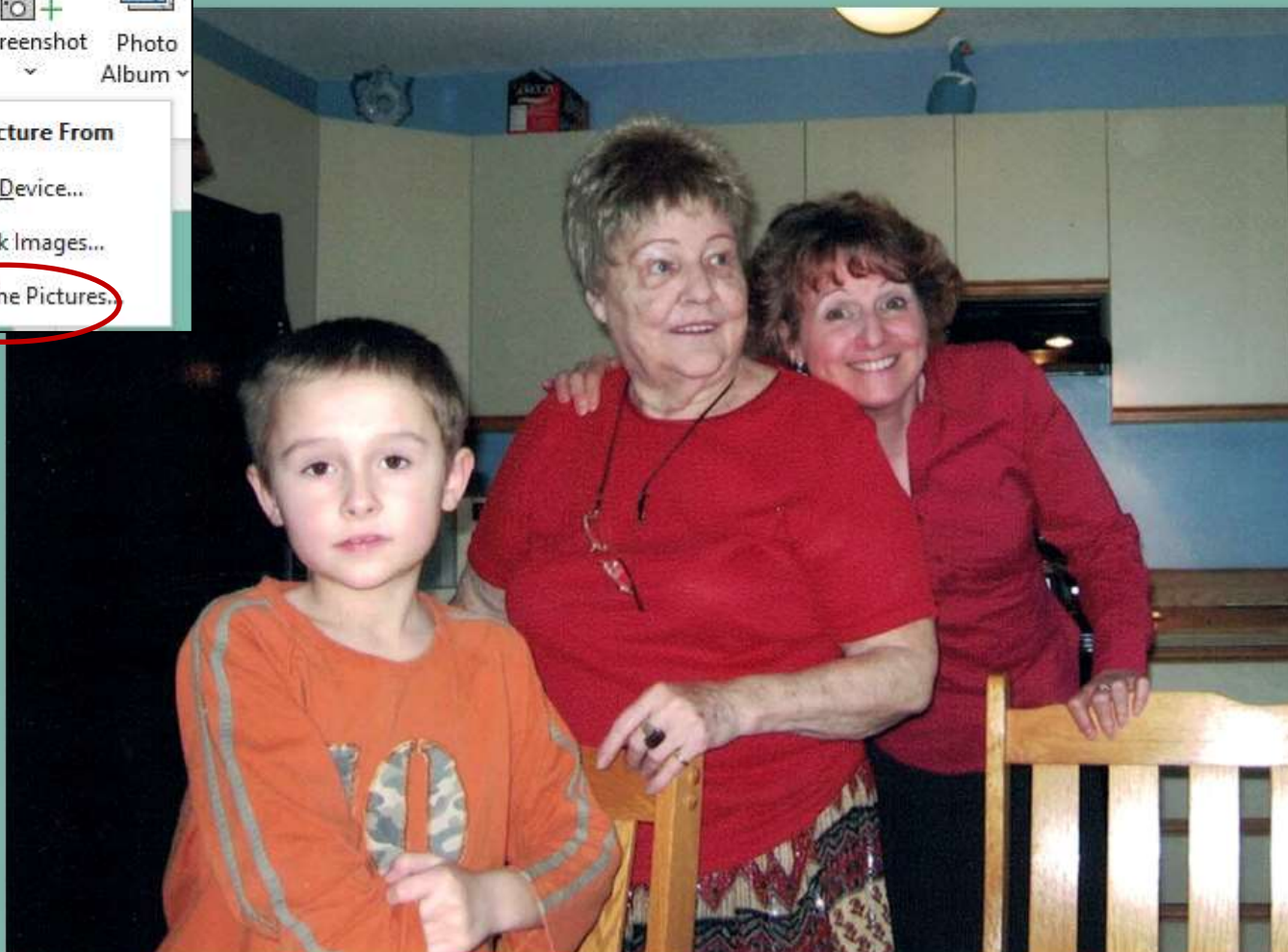
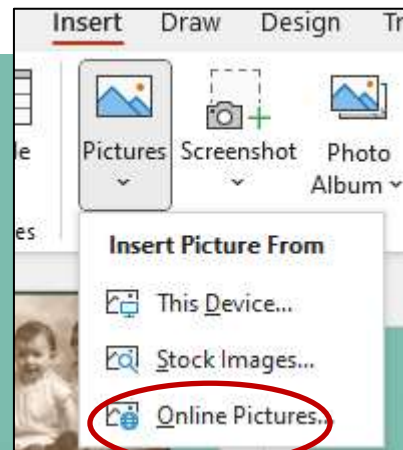
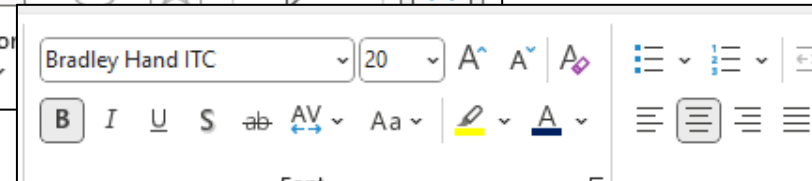
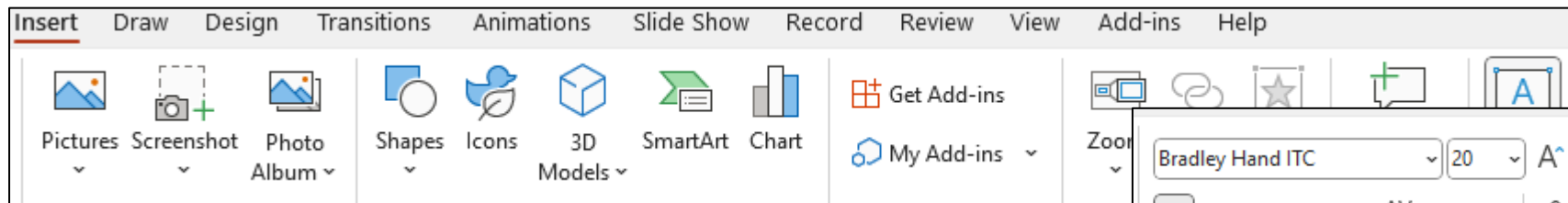
Alt Text

Bring Forward

Send Backward



Adding text, embellishments

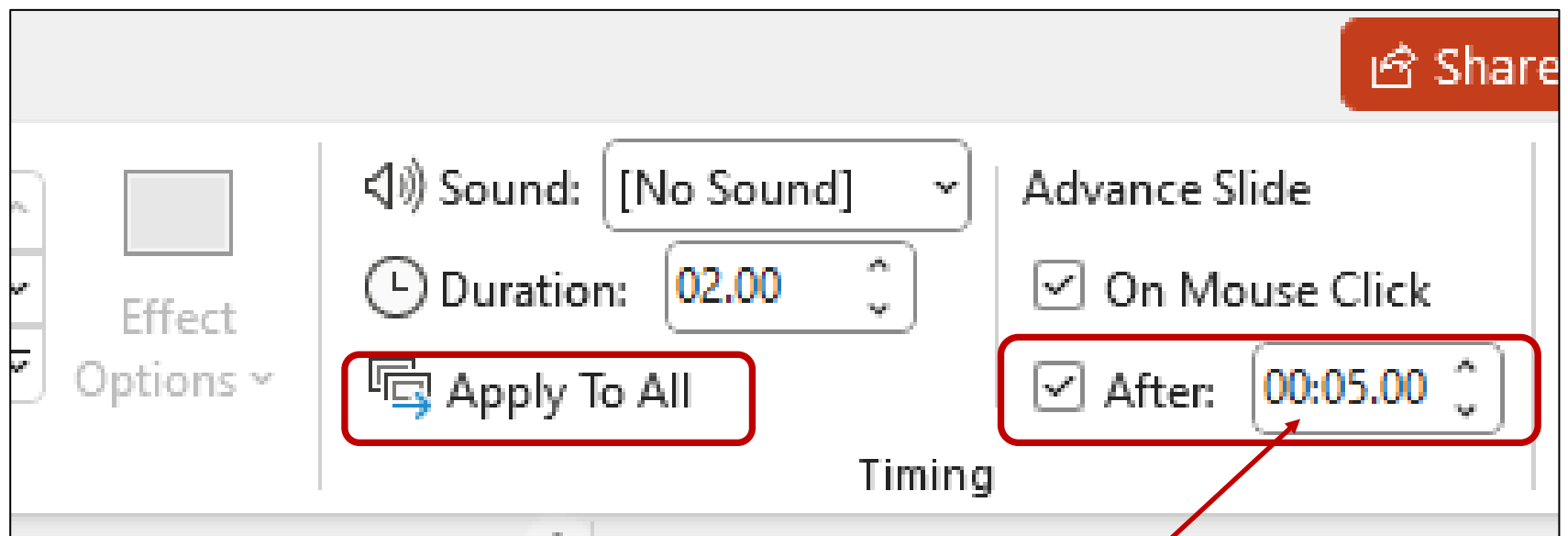
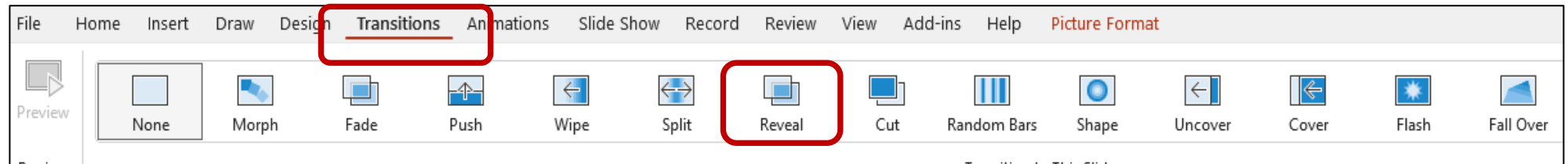


Mabel with niece
Lynda and
grandson Colin



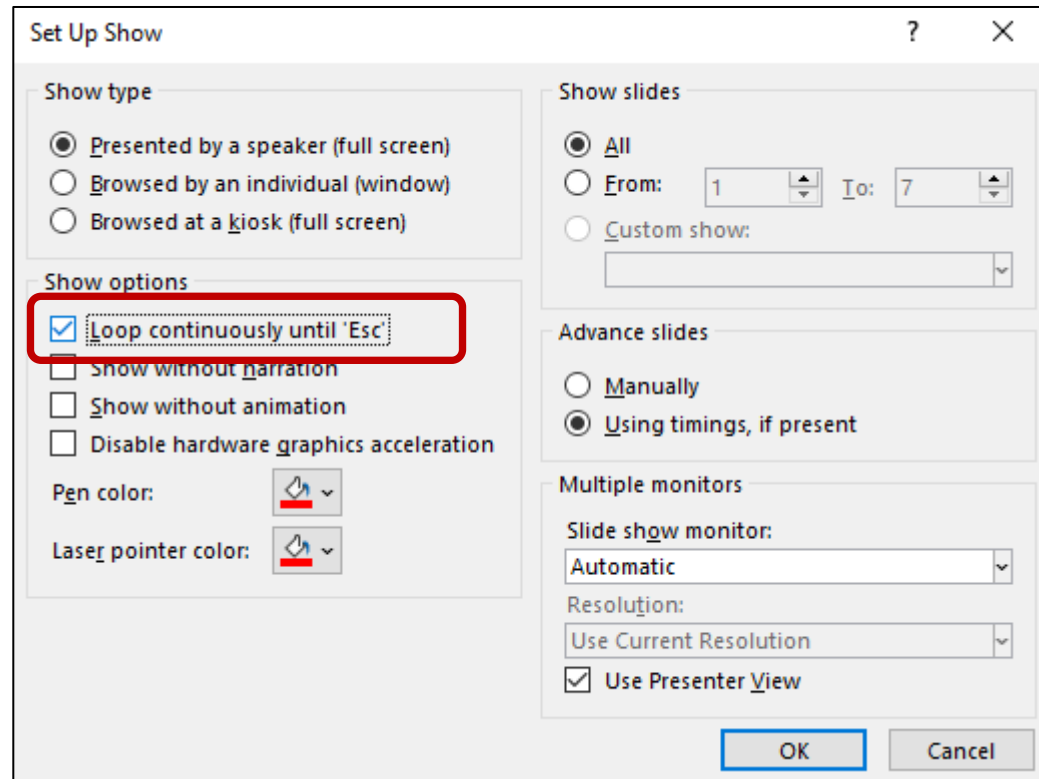
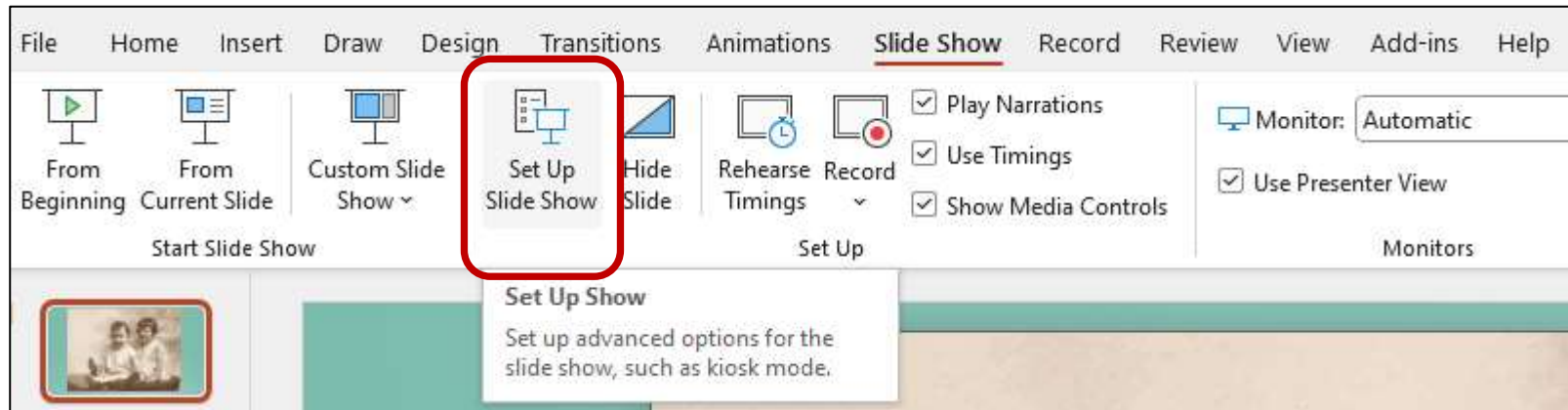
2003

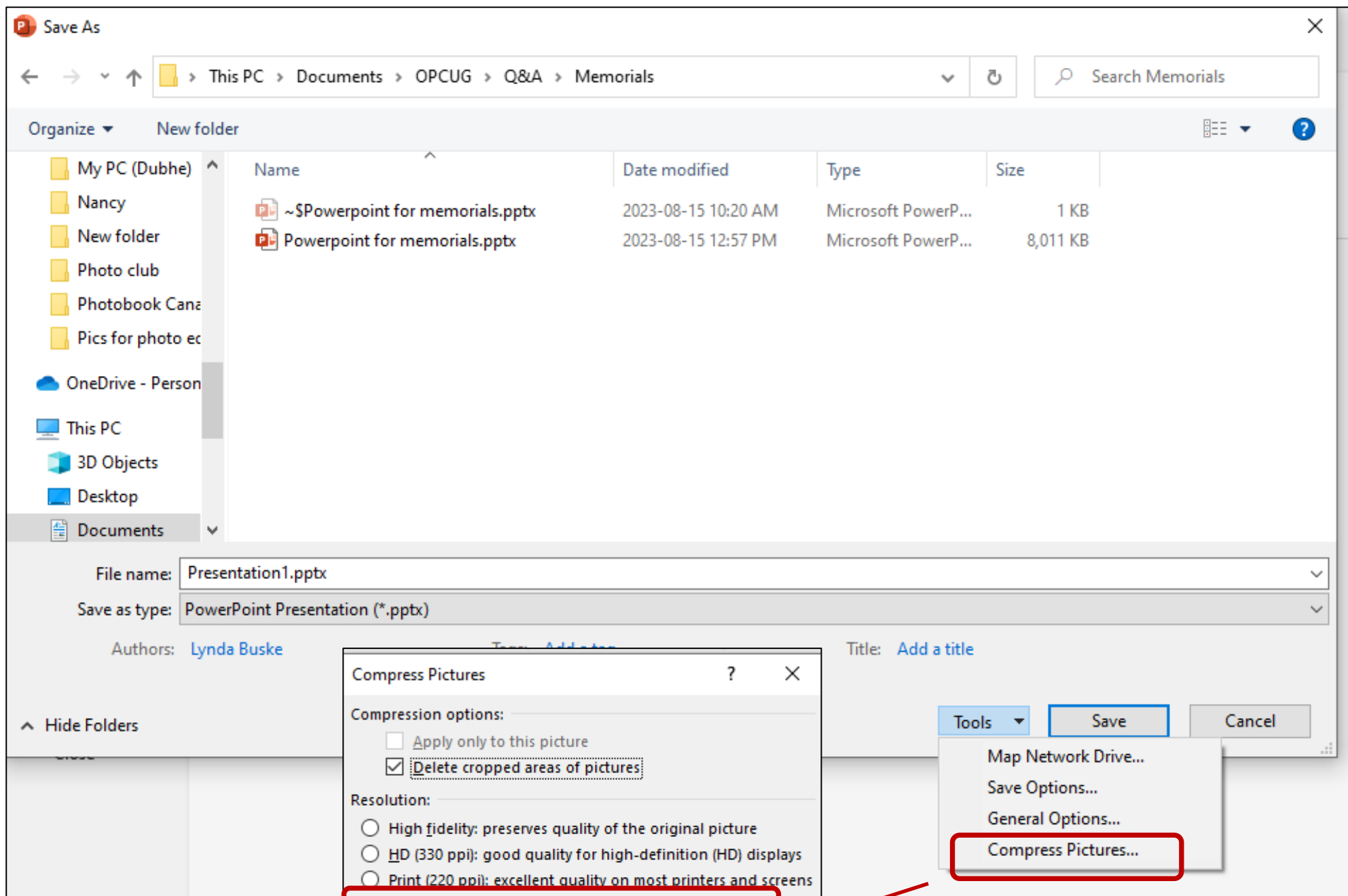
Automatic slide transition

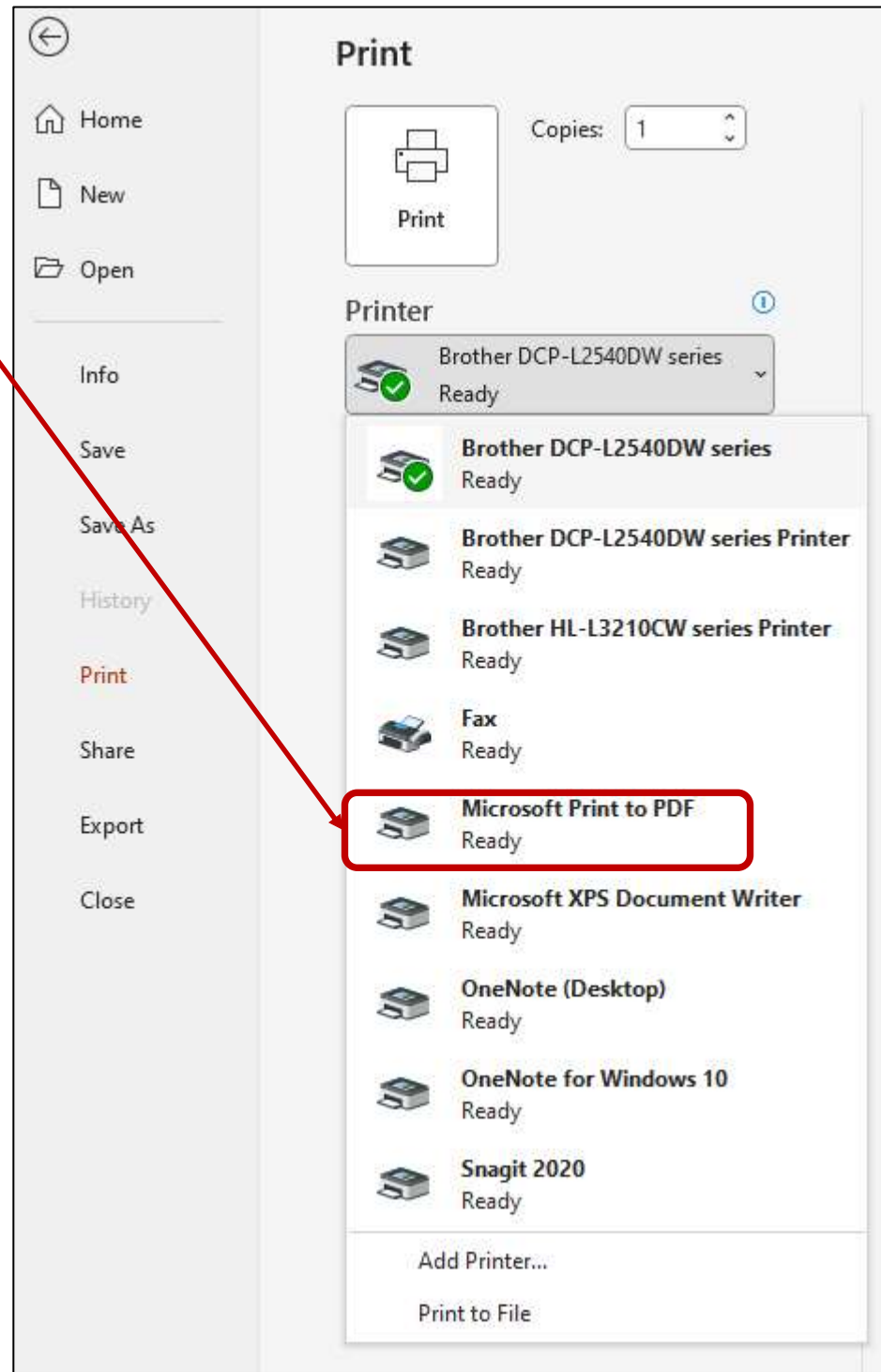
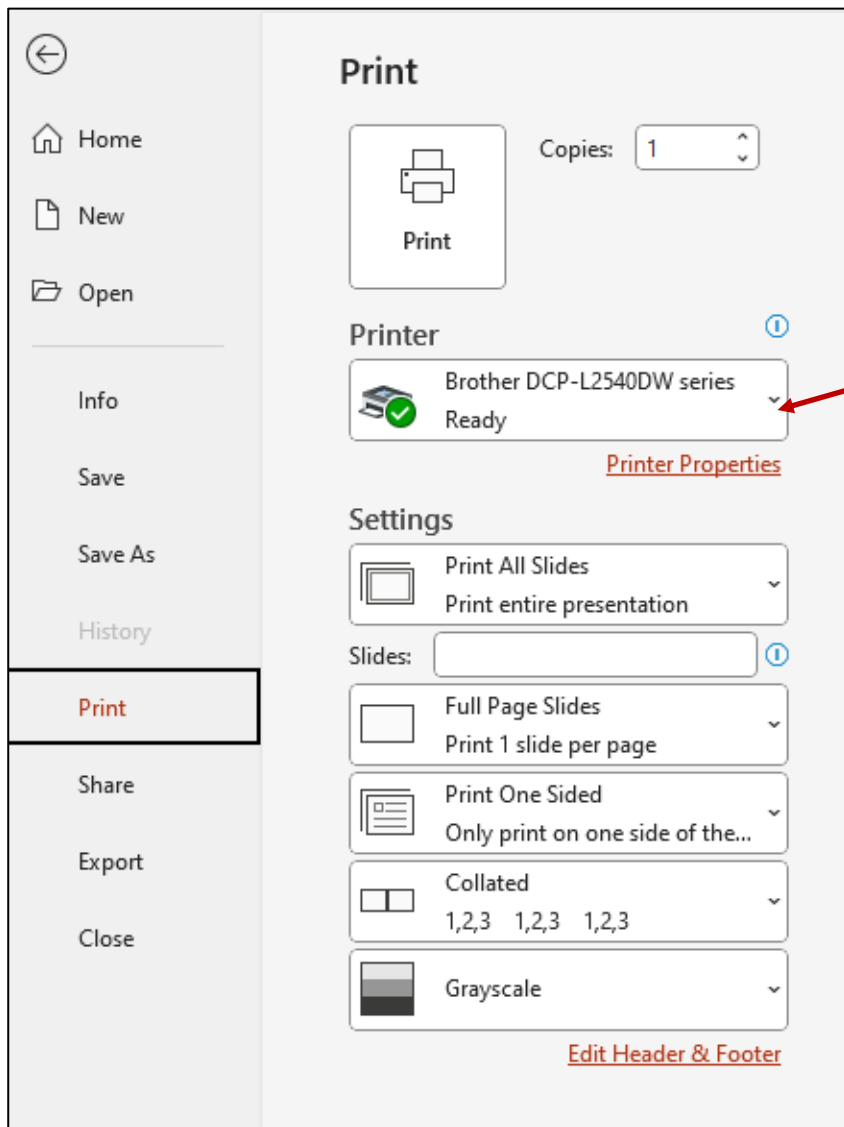


This will set it to 5 seconds per slide

Looping the entire presentation







Print to PDF



PDF Conversion

Is there a free app to convert a PDF file to a Microsoft Word or Excel document?





Sure...

- Word itself will open a PDF file and let you save it as .docx
- And - while you can open a PDF in Excel, it will not give you anything worthwhile 😊



ARTICLE

Really, really, deleting files by Chris Taylor

When you delete a file in Windows, the actual on-disk data is not removed. The file is usually moved to the Recycle Bin, where it can be easily recovered. Even if you empty the Recycle Bin or bypass the Recycle Bin by holding down the Shift key while deleting files, the data remains on disk. All that happens is the pointers to the file are removed, making the space available for new files.

Recovering deleted files

Utilities to recover deleted files date back to *Enigma* in the first version of the Norton Utilities in 1982. They continue to this day with dozens of free and commercial programs available for Windows, macOS, Linux, Android, and iOS.

If you are in a high-security situation, please ignore this article. It is intended for the average home or business user whose adversaries are not about to use magnetic force microscope techniques to recover data. If you are likely to have CSIS looking for your deleted data, you need to go well beyond what I recommend here.

Making data unrecoverable

When you want to dispose of a storage device, you should ensure all sensitive data is deleted and **unrecoverable**. This can be achieved by physical destruction of the storage device: hard disk drive (HDD), solid state drive (SSD), flash drive, etc. or—if you want the storage device to be reusable—by over-writing the data areas of the disk with random data, obliterating the original data.



Some secure deletion programs boast of capabilities such as the **Gutmann algorithm**, which overwrites all data with 35 passes. For the average computer user, I wouldn't worry beyond a single pass.

There are many programs available, both free and commercial, for secure data removal. The programs I list are not necessarily the best—they are simply programs that have been around quite a while (have stood the test of time), are free, and have been used successfully either by me or other members of OPGUG.

Be careful using secure deletion programs. By their very nature, there is no "undo" button! There are several levels of overwriting data: individual files, free space on the drive, and the entire disk.

Individual files

If you just want to make a few files unrecoverable, there are programs that can target individual files or folders of files. One example is the free and open-source program **File Shredder** (<https://www.fileshredder.org/>). It is very simple and straightforward to use.

Free space

Storage devices eventually end up with data in all locations on the device. The free space has data that was used for files that have since been deleted. You have no way of knowing what recoverable data might be there. Some programs can target free space and securely overwrite data there. **File Shredder** is one program that can wipe free space.

Entire disks

If you want to securely delete all data on an entire storage device, **HDDErase** (<https://www.mngeo-software.com/products/applications/hddeerase.html>) is available in free and commercial versions. The free version should be sufficient for the vast majority of users. The website details the additional capabilities in the commercial version.

Another popular program for securely erasing all data on storage device is the free and open-source **DBAN**.

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OTTAWA
PC NEWS

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ARTICLE

Really, really, deleting files by Chris Taylor

When you delete a file in Windows, the actual on-disk data is not removed. The file is usually moved to the Recycle Bin, where it can be easily recovered. Even if you empty the Recycle Bin or bypass the Recycle Bin by holding down the Shift key while deleting files, the data remains on disk. All that happens is the pointers to the file are removed, making the space available for new files.

Recovering deleted files

Utilities to recover deleted files date back to *Enigma* in the first version of the Norton Utilities in 1982. They continue to this day with dozens of free and commercial programs available for Windows, macOS, Linux, Android, and iOS.

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**Any other:
Questions
Comments
Shares?**



Ideas Wanted!

Q&A

- Topics, questions
- Shares

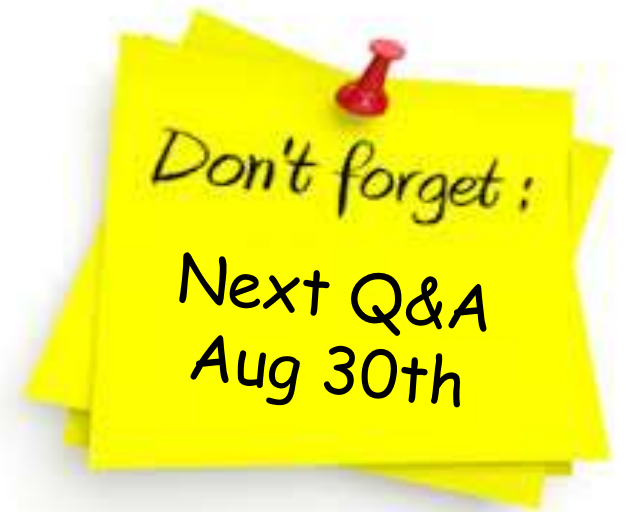
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