

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME IV ISSUE 12

DECEMBER 2022

UPCOMING EVENTS

Happy Holidays

*The Ins and Outs of
Word*

Phyllis Halpern

December 1

9:30 LPT-08

Windows Tips

Gary Frantz

January 5

9:30 LPT-08

A Q&A session is held
at the end of each
meeting

How to Allow or Block Pop-Ups in Chrome

CHROME BLOCKS POP-UPS BY DEFAULT, but some sites use them for legitimate purposes. And sometimes a pop-up slips through when you don't want it to. You can control pop-ups. Here's how:

Allow Global Pop-Ups

1. Launch Chrome.
2. Click the three vertical dots in the upper right.
3. Click **Settings**.
4. Click **Site settings**.
5. Click **Pop-ups and Redirects**.
6. Click **Sites can send pop-ups and redirects**.
7. .

Allow Pop-Ups From a Specific Site

When Chrome blocks a pop-up from a website, it displays an icon with a red X in the corner of the Omnibox. Here's how to see pop-ups from this website:

1. Click on the icon to see site-specific options.
2. Click on **Always Allow Pop-ups and Redirects**.
3. Click **Done**.

Block Pop-Ups From a Specific Site

1. Click **Settings**.
2. Click **Security and Privacy**.
3. Click **Site Settings**.
4. Click **Pop-ups and redirects** option to block the site.

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are held in Liberty Commons, LPT-08

Computer Club

Bert Holmes
Co-Chair

Bob Klimek
Co-Chair

Mike Sultanik
Treasurer

Gary Frantz
Technology

Ray Schwegel
Member at Large

Elaine Craft
Member at Large

Ellen Newman
Member at Large

Sherry Resnick
Member at Large



Computer problems or questions? Maybe we can help.
Email us at accompclub314@gmail.com
or contact one of the members below.

PCs and android devices only; no Apple devices

Bob Klimek 215 675 1963	Vince Pisacane (215) 323 4628 (10 am-4 pm only)	Gary Frantz (215) 674-8781 (10 am-4 pm only)
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What's That Called?



Do you sometimes stumble a little when you're trying to explain to someone where they should click in an Excel spreadsheet?* Are you unsure of the names of the different parts of a spreadsheet?* Check out the excellent site below for a picture with labels and, further down, a description of each part's function.

<https://www.javatpoint.com/parts-of-ms-excel-window>

**Yeah. That's me, too!—Ed*

As Woody Allen once said: "I'm not afraid to die. I just don't want to be there when it happens." That's funny when we're young, but maybe not so funny today.

NO ONE LIKES TO THINK OF IT, BUT NONE OF US ARE IMMORTAL. Have you made provisions for whom you want to allow access to your accounts when you're no longer here?* Some accounts, such as Google and Meta, have something called a Legacy Contact which allows someone you designate to access that account. But what about accounts with financial institutions? And others? Start planning now. Make sure someone has **all** your usernames and passwords!

**I have a password manager, LastPass, that contains login information to all my online accounts. I've given my children the password to LastPass, as well as a copy of all my usernames and passwords, so that they can easily manage my digital life when I'm no longer here—Ed.*

Remember Breakout? Space Invaders? Pac Man? Donkey Kong? Want to play them again? You can! Go to:
<https://www.free80sarcade.com/> Have fun!

View back issues of the Newsletter at www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/

GEEK CORNER



Ditch the Password! Use a PIN!

YOU'VE CREATED A VERY SECURE PASSWORD TO ACCESS YOUR COMPUTER AFTER YOU BOOT UP. You use that same password to wake up your computer after the screen blacks out after a set period of inactivity. It's really a bother typing that password over and over again, isn't it? Get rid of it! Use a PIN* instead of a password. Here's how:

1. Click **Start>Settings>Accounts>Sign-in options**.
2. **Windows Hello PIN** in Windows 10.
3. **Pin (Windows Hello)** in Windows 11.
4. Enter the PIN you want and restart to try it.
5. If you've already got a PIN, you'll see options to change it, remove it, or click "I forgot my PIN" to recover it.

*How secure is a PIN? Using only the 10 digits on the keyboard, 10,000 different 4-digit PINs are possible. How many different PINs can be created using all 46 characters on the keyboard? BTW, the maximum length is 127 characters.

Gmail's Undo Send Function

If you use Gmail, you probably know that it contains an **undo** function that allows you to stop an email from being sent if you click the **Undo** link in the bottom left corner of your email screen (see below). That link appears as soon as you click **Send**, and you must click it before the **Send cancellation period** expires if you want to stop your email from being sent.



The default **Send cancellation period** is 5 seconds. If you want to allow yourself extra time to retract your emails, you can increase the **Send cancellation period** to any time up to 30 seconds. Here's how:

1. Open Gmail.
2. Click **Settings** (the gear) in the upper right corner.
3. Click **General** (if it's not already selected).
4. Change the **Send cancellation period** to whatever you wish it to be (see below).

Undo Send: Send cancellation period: seconds

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Replace **Double Click** With **Single Click and Enter**

Do you sometimes struggle to double click the mouse when opening a file or folder or website? It can be frustrating when you can't click quickly enough. Nothing happens and you have to double click again. There are options both to slow down the double click or to change to a single click, but there's an easier way to open your files and folders. Here's how:

1. Click on the file, folder, icon, website, etc. **once**.
2. Tap the **Enter** key **once**.
3. That's it!

Next month: Open everything with a single click.

Protect Your Android Phone From Malware

According to several online sources, here are four of the best antivirus apps for your Android.

1. Avast Mobile Security—Basic version is free.
2. Bitdefender—Basic version is free.
3. McAfee Mobile Security for Android—Basic version is free.
4. Norton Mobile Security—Free for 30 days; cost varies after free trial.

Count Your Steps With Your iPhone

The pedometer built into your iPhone's **Health app** automatically counts the steps you take while your phone is in your pocket, in your hand, or strapped to your arm. Here's how to set it up and use it:

1. Tap the **Health app**.
2. Tap **Edit**.
3. Select **Steps** under **Activity**.
4. Keep your phone with you when you walk (obviously).
5. To check steps taken each day or interval, tap **Health app** followed by **Steps**. A summary will appear, and tapping **Steps** will take you to the option to tap longer term summaries.