

# Ann's Choice Technology Newsletter

## A Publication of the Ann's Choice Computer Club

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MAY 2023

### UPCOMING EVENTS

Windows Tips  
Gary Frantz  
May 4, 9:30  
LPT-08

### Tips for Safe Internet Banking

- **Change your password regularly**

The bank will usually provide you a password the first time you log in to your internet banking account(s). You will also be told to create a new password immediately in order to keep your account safe. Keep this password confidential.

- **Do not use public computers to login**

Avoid logging in to your bank account at common computers in cyber cafes or libraries. If you have to log in from such places, make sure you clear the cache and browsing history, and delete all the temporary files from the computer. Also, never allow the browser to remember your ID and password.

- **Do not share your details with anyone**

Your bank will NEVER ask for your password either by phone or email. Use your login ID and password only on the official login page of the bank, which should have 'https://' in the URL. Do not click on links provided in an email.

- **Keep checking your account balances regularly**

Check your account balances regularly. Also verify that the correct amount has been deducted from your account after you make an online transaction. If you see any discrepancies, inform the bank immediately.

- **Always use licensed anti-virus software**

Use only licensed anti-virus software. Pirated versions of anti-virus software, whether free or not, may fail to protect your computer from new viruses. Also, keep your software updated at all times.

- **Disconnect the internet connection when not in use**

Most broadband users do not disconnect the internet connection on their computer when they are not using it. Malicious hackers can access your computer via an internet connection and steal your confidential banking information. To keep your data protected, disconnect from the internet when you do not require it.

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**



Computer problems or questions? Maybe we can help.  
 Email us at [accompclub314@gmail.com](mailto:accompclub314@gmail.com)  
 or contact one of the members below.

***PCs and android devices only; no Apple devices***

**Bert Holmes**  
**Co-Chair**

**Bob Klimek**  
**Co-Chair**

**Mike Sultanik**  
**Treasurer**

**Gary Frantz**  
**Technology**

**Ray Schwegel**  
**Member at Large**

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**Member at Large**

**Ellen Newman**  
**Member at Large**

**Sherry Resnick**  
**Member at Large**

**Vince Pisacane**  
**Member at Large**

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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**Save Your Battery Strength on Your Android Device**

SENDING AND RECEIVING WIRELESS SIGNALS DEPLETES YOUR BATTERY. Turn on **Airplane mode** when you're not accessing your email, surfing the net, or using Bluetooth. How?

1. Using two fingers, swipe down from the top of the screen.
2. Tap the **Airplane mode** button to instantly disconnect your phone from Wi-Fi, disable Bluetooth, and turn off mobile data.
3. Tap it again to restore access.

**Edge, Chrome, and Firefox Tip**  
 Link to highlighted text

YOU WANT TO SHARE PART OF A WEBPAGE with someone, but you don't want them to have to search for the relevant text. Here's how:

1. Highlight the text you wish to share.
2. Right-click anywhere in the highlighted area.
3. Click **Copy link to highlight**.
4. Compose an email and hit **Ctrl-V** to copy the link into the body of the email.

When the recipient clicks the link, the webpage will auto-scroll down to the selected text and highlight it.

View back issues of the Newsletter at [www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/](http://www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/)

# GEEK CORNER



## Split Screen

Want to split your screen into two (or more\*) parts? In Windows 10, see August 2021 of this newsletter. In Windows 11, hold down the Windows key and tap the left or right arrow. The app or website fills either the right or left side of the screen.

\*You can split your screen into three or more parts in Windows 11, but you must enable it first. See [www.gadgetsnow.com/how-to/how-to-use-split-screen-feature-on-windows-11/articleshow/92148593.cms](http://www.gadgetsnow.com/how-to/how-to-use-split-screen-feature-on-windows-11/articleshow/92148593.cms) for directions.

## Quickie Word Keyboard Shortcut

Pressing **Ctrl + Home** takes you to the beginning of the document.  
Pressing **Ctrl + End** takes you to the end of your document.

## Android Phone Auto Rotate

Do you find it exasperating when your display rotates to landscape at inconvenient times? You can easily lock your phone display on portrait display. Here's how (depending on your version, one of these, or a slight variation, should work):

1. Two finger swipe down from the top of your screen
2. Tap the **Auto rotate** button on the right.

That's it! Your phone is locked in portrait mode.

Or

3. Tap settings>Accessibility>Interaction and dexterity>>interaction control>Auto rotate.

That's it! Your phone is locked in portrait mode.

Reverse either #2 or #3 above to restore auto rotate.

Get this newsletter delivered to your inbox each month. Email your request to [gsf314@verizon.net](mailto:gsf314@verizon.net).

## Manage and Delete Edge Cookies

1. Open **Edge**.
2. Click the **Menu** (the three horizontal lines in the upper right).
3. Click **Settings>Cookies and site permissions>Manage and delete Cookies and site data>See all cookies and site data**.
4. You can see each individual site that has created and stored cookies on your computer. Click the **down arrow** and then the **trash can to delete cookies** for any site you don't want.

## Gmail Tip

Tap the **C** key instead of clicking on **Compose** to launch the **New Message** window.

## How to Increase Text Size

1. Hold down the **Windows Key** and tap the **I** key.
  - A. Click **Accessibility>Text size** (Windows 11).
  - B. Click **Ease of Access>Text Size** (Windows 10).
2. Use the slider to increase the size.
3. Click **Apply**.
4. **Please Wait** appears.

## Automatically Back up to Google Drive or OneDrive to Prevent Data Loss

ARE YOU CREATING DUPLICATE COPIES OF YOUR FILES AND SAVING THEM TO AN EXTERNAL HARD DRIVE TO PREVENT DATA LOSS? Great! However, your data isn't truly backed up unless you have an original and **two** copies. Save a second copy to Google Drive or OneDrive. Enter the link below into your address bar for directions.

<https://helpdeskgeek.com/how-to/how-to-automatically-backup-files-to-google-drive-or-onedrive-to-prevent-data-loss/>

The Ann's Choice Technology Newsletter is published monthly by the AC Computer Club. **Questions, comments, or suggestions?** Contact the Editor, Gary Frantz (gsf314@verizon.net)