

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME V ISSUE 8

AUGUST 2023

UPCOMING EVENTS

General Meeting
9:30, September 7
LPT-08

Is Your Edge Browser Up To Date?

Edge is *supposed* to update itself every time you launch it, but, well, sometimes it doesn't. Does it really matter? Yes. Updating your browser keeps it secure and working properly. Here's how to update Edge manually:

1. Launch Edge.
2. Click on the ellipsis (the three dots) in the upper right.
3. Click on **Help and feedback**.
4. Click on **About Microsoft Edge**.
5. Edge will automatically download and update.

Quickie Word Tip

Want a really fast way to change a block of text to all caps? Here's how:

1. Highlight the text.
2. Hold down both the **control key** and **shift Key** and tap the **A** key.

Erase Your External Drive Before Discarding or Donating

1. Before you get rid of your external drive, do this:
2. Right click the drive.
3. Click **Format.**
4. Uncheck **Quick Format**.
5. Click **Start**.
6. Wait. It could take some time.
7. It is now safe to discard or donate your drive.

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
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

Elaine Craft
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-3 pm only)
------------------------------	---	--

Enter URLs Quickly

You probably know that it's not necessary to type **https://** or even **www** in the address block when entering an Internet address. For example, if you wanted to visit **YouTube**, you could type **youtube.com** and press **Enter**. But, to make things even quicker, if you are visiting a **.com address** such as **youtube.com**, you can type **youtube** and then press **Ctrl+Enter** to fill in the complete **https://www.youtube.com** address.

**Don't Get Angry at Your Mobile Phone!
Block Those Spam Calls!**



Check out the site below for directions on how to implement the following three suggestions that can help you block **some** of those annoying calls. (These directions may not work for all phones.)

1. Enter your phone number in the FTC Do Not Call Registry.
2. Manually block calls from repeat phone numbers.
3. Install free spam filters from certain carriers; or, install paid spam filters from private companies.

<https://www.fastcompany.com/90766544>

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

GEEK CORNER



Enter Windows 11's BIOS (UEFI)¹ by Pressing a Key

Sometimes you have to get into your BIOS to fix your computer when it's acting clunky. Here's one way: Use a key on your keyboard when you're powering up.

THE ADVANTAGE OF THIS METHOD IS THAT YOU CAN USE THIS EVEN WHEN YOUR WINDOWS OS DOESN'T LOAD.

To use this method, you will have to find the key that lets you enter BIOS on your specific computer. This key varies by manufacturer. When you depress the power button on your computer, the first screen that appears (usually showing the manufacturer's logo) **should** display a message at the bottom of the screen telling you which key you need to press to enter the BIOS. On most computers, this key is F2², but you should check at the bottom of the screen to confirm it.

Here's what to do:

1. Push your power button.
2. Continually tap the **F2** or **ESC** (or appropriate key).
3. The **Startup Menu** appears.

¹**UEFI? BIOS? What's the difference? Enter www.howtogeek.com/56958 into your address bar for an explanation.**

²**Some computers, such as HP, use the ESC key.**

Next month: Enter Windows 11 BIOS From Settings

Quickie Excel Tips

To move to the next sheet: Ctrl + PageDown.

To move to the previous sheet: Ctrl + PageUp.

Get this newsletter delivered to your inbox each month. Email your request to gsf314@verizon.net.

Install Cryptomator Vault *Anywhere!*

You still don't trust the cloud, but you want to encrypt some sensitive files. Well, you don't have to use the cloud. If you have Cryptomator* installed, it's easy. Here's how:

1. Open the Cryptomator app.
2. Click the plus (+) sign in the lower left corner.
3. Click the **Create new vault** option.
4. Select a location on the left side (USB drive, external drive, etc.).
5. Name your vault.
6. Enter a password; retype your password.
7. Click **Create Vault**.

That's it.

*<https://cryptomator.org>

*<https://www.cloudwards.net/cryptomator-review/>

Manage tasks with Chrome's Task Manager

YOU KNOW HOW TO ACCESS WINDOWS' TASK MANAGER:

CTRL+SHIFT+Esc. But did you know that Chrome has its own task manager that can help you check which web page, extension, or app is causing you a problem? It also shows Chrome's memory usage and how it processes bandwidth.

On Windows, after launching Chrome, press **Shift + Esc** to open the Task Manager. On macOS, click **Window** in the menu bar at the top of your screen, then select **Task Manager**. If you have a Chromebook, press **Search + Esc** simultaneously to access it.