

# Ann's Choice Technology Newsletter

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

VOLUME V ISSUE 10

OCTOBER 2023

### UPCOMING EVENTS

**Backup and Recovery**  
**Bob Klimek**  
**October 5, 9:30 a.m.**  
**LPT-08**

### How to Change Desktop Text Size

1. Click **Settings**.
2. Click **Accessibility**.
3. Click **Ease of Access** (Windows 10 only).
4. Click **Make text bigger** (Windows 10 only).
5. Click **Accessibility** (Windows 11 only).
6. Click **Text size** (Windows 11 only).
7. Move the slider to get the desired text size (10 & 11).

### Save Screenshots to OneDrive (Windows 11)

1. Click the **Cloud** icon in the Notification area.
2. Click the **Gear**.
3. Click **Settings**.
4. Click the **Backup Tab**.
5. Click **Automatically save screenshots I capture to OneDrive**.
6. The capture will be saved to **OneDrive\Pictures\Screenshots**.

### Change Home Screen Background on Android Phone

1. Click **Settings>Developer Options**.\*
2. Scroll way down to **Simulate color space**.
3. Try each of the options until you find one you like.
4. That's it!

\*See February 2023 issue of the newsletter for instructions on enabling **Developer Options**.

The Computer Club meets the first Thursday of each month at 9:30 AM

## Computer Club

**Bert Holmes**  
Co-Chair

**Bob Klimek**  
Co-Chair

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**Gary Frantz**  
Technology

**Elaine Craft**  
Member at Large

**Ellen Newman**  
Member at Large

**Vince Pisacane**  
Member at Large

### Did you know . . .

You can get daily email notifications from the USPS about mail and packages to be delivered to you. It's easy to sign up. Enter [www.usps.com/manage/informed-delivery.htm](http://www.usps.com/manage/informed-delivery.htm) in your browser address bar, follow the prompts, and you'll get daily emails informing you of mail and packages to be delivered to you. This will help you determine quickly if any of your packages may have been stolen by porch thieves or if any of your mail has been stolen, possibly by ID thieves, or simply mislaid. (Thanks to Vince Pisacane for this tip)

### Folders – What They Can Tell You

By default, when you open a folder, you'll see only four columns: Name, Date Modified, Type, and Size.<sup>1</sup> But the folder contains *so much more information*. Here's how to find it:

1. Open a folder, **Documents**, for example.
2. Right-click any one of the columns.
3. Check out all the **options**.
4. Clicking on any unchecked option will add that column to the folder.
  - A. **Date Created** can be especially helpful so that you can compare it to **Date Modified**.
5. Left click any one of the columns.
6. All the items will appear in reverse order.
7. Left click again, and the items will revert to their previous order.
8. Now look at the bar at the top.
9. **Sort** and **View** are displayed as well as a menu (three dots).
10. Click on each one and explore!

<sup>1</sup>Folders inside folders will show the same four columns.

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## Enter Windows 11's BIOS Using Windows Terminal

To use a command to boot your PC into BIOS, use either the PowerShell or Command Prompt utility on your PC.

1. Right-click **Start**.
2. Click **Power Shell** or **Command Prompt**.
3. Type **shutdown /r /o /f /t 00** and hit **Enter**.
4. **Please Wait** appears on a black screen.
5. The **Choose an Option** screen eventually appears.
6. Click **Troubleshoot**.
7. Click **Advanced Options**.
8. Click **UEFI Firmware Settings**.
9. Click **Restart**.
10. The **Startup Menu** appears.

## Correction

***Label (Name) Your Disks***, p. 2, September 2023 newsletter.<sup>1</sup>

Windows 10:

- 3.a. Click on **Rename** in the menu that appears.
- 4.a. Hit **Enter**.

Windows 11:

- 3.a. Click on the **Rename icon** in the menu that appears.
- 4.a. Hit **Enter**.

<sup>1</sup>Sorry for any confusion, folks. I make it a practice to test every set of directions I provide in these newsletters with the exception of some Apple functions—I don't have access to Apple devices. Obviously, this time I didn't. I'll be more careful in the future.

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## Word Tip

### Use the Ruler to Set Your Tab Stop in an Exact Position

Here is one way to set your tab stop in a numerical position:

1. Click **Home**.
2. Click the angled arrow in the lower right corner of the **Paragraph** grouping.
3. Click **Tabs** in the lower left corner.
4. Enter the numerical value in the **Tab stop position**..
5. Click **OK**.

But there's another, easier way. Here's how:

1. Hold down the **Alt** key.
2. Click and hold the *previously set* **tab marker** (the small **L**).
3. Drag the **tab marker** in either direction and notice the numerical values that appear in the horizontal line above the **marker**.
4. When you reach the desired value, release the mouse and your tab is set.
5. That's it!

## Gmail Spell Check

YOU'RE TYPING YOUR EMAIL, AND YOU GET A SQUIGGLY LINE UNDER ONE OF THE WORDS. That's Gmail telling you that the word is misspelled. But that's not all. If you left click on the word, a box appears directly beneath it containing a suggested correction and an x. You can accept the suggestion by clicking on the word or you can ignore the suggestion by clicking the x.



Are you tired of playing the same old games? Enter the URL below into the address bar of your browser to find new games. Have fun!

<https://www.online-tech-tips.com/gaming/the-best-sites-to-download-free-pc-games/>

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)