

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

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UPCOMING EVENTS

Computer Security
Marge Schwegel
November 2, 9:30
LPT-08

PowerToys? What are they?

Microsoft PowerToys is a set of utilities developed by Microsoft primarily for use by power users to make Windows more productive. Most of the utilities are a little geeky, but anyone can download and use *some* of them.¹ You can download them using a link contained in the webpage below. Also, the page contains a 17-minute video tutorial on using the utilities. Try a few!

<https://learn.microsoft.com/en-us/windows/powertoys/>

¹I use a) the color picker to match the background color of the images I embed in the Newsletter to the background color of the page; b) the image resizer to greatly reduce the size of the pictures I send as attachments in my emails; and c) one of the mouse utilities to easily locate my mouse.—Ed.

Windows Tip

Three Ways to Select (Highlight) Text

1. You position the cursor in front of the text, click and hold, drag to the end of the text, and let go. All the text between is selected. (You knew this.)
2. You click in front of the text, hold down the **Shift** key, and click at the end of the text. All the text between is selected. (You knew this.)

Here's a better way:

3. Double-click **anywhere** in the first word. Hold down the **Shift** key and click **anywhere** in the last word. All the text between is selected. (Did you know this?)

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

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Browsers

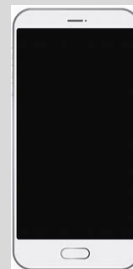
Like a little history lesson? Enter the link below into your browser address bar.

pcmag.com/news/30-years-of-browsers-a-quick-history

Save Your Battery Strength

TO SAVE BATTERY LIFE, let your Android screen turn off when you're not using it.

1. Tap **Settings>Display>Screen timeout**.
2. Select the Screen timeout setting that best suits you.



iPhone Tip

Saving photos received in **Messages** is quick and easy! Here's how:

1. Open the **Messages** app on your iPhone and find the conversation that contains the images or videos you want to save.
2. Tap on the conversation to open it, then scroll until you find the relevant image.
3. Press and hold on the image until you see a pop up of options including Copy and **Save**.
4. Tap on **Save**.
5. Then open your **Photos** icon where it will appear as the most recent photo.
6. In addition, swiping up on it (or on any photo), you can add a caption, see that it was "Saved from Messages," and/or add a location.

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

GEEK CORNER



Here's Some Useless Information (Well, maybe not!)

Did you know that you can delete files using the terminal window? Here's how:

1. Right-click the file.
2. Click **copy as path**.
3. Right-click the **Start** button.
4. Click **PowerShell (admin)**.
5. Enter **del** followed by **Ctrl + V** (to enter the full file path).
6. Hit **Enter**.
7. It looks as if nothing has happened, but be cautioned. The file is unrecoverable using ordinary means*. It does not go into your Recycle bin.

So what good is this function? There are rare occasions when a file cannot be deleted in one of the normal ways. This method will always work.

*See September 2022 "Geek Corner" for how to REALLY delete files using **Cipher**.

A Better Way to Update Edge

Last August's issue of the Newsletter provided directions for manually updating Edge. But after launching Edge, you had to click three times. Here's an easier way to update Edge.

1. Launch Edge.
2. Type **Edge://settings/help** and hit **Enter**.
3. That's it! Edge will automatically update.

Where's the Gmail Spam Folder?

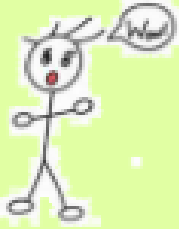
Yes, Gmail has a **Spam** folder, but it's not in plain sight. Here's how to find it:

1. Open **Gmail**.
2. Click **More** in the left pane.
3. **More** turns into **Less**, and the Spam folder appears below.



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

This is Different (but easy to do)!



WHEN YOU WRITE A MULTIPAGE DOCUMENT IN WORD, you probably insert page numbers, don't you? Suppose, instead of 1, 2, 3, etc. at the bottom, top, margin, or current position, you'd like to see One, Two, Three, etc. You may never have seen it before, but it can be done. Here's how:

1. Insert your page numbers as you normally would (**Insert tab>Page number, etc.**).
2. Select the page number and press **Shift + F9**.
3. The page number will now probably change into this:
{ PAGE*MERGEFORMAT }
4. Enter ***CARDTEXT** after the **T** in **MERGEFORMAT**.
5. It now looks like this: **{ PAGE*MERGEFORMAT*CARDTEXT }**
6. (If you want the spelled-out word to use an initial capital letter, as in "Seven," then add ***Caps** after the **T** in ***CARDTEXT**.)
7. **Do not hit Enter at any time.** Press **Shift + F9**.
8. That's it! Your page numbers now look like this: **One, Two, Three,** and so on (Not bolded.)

Displaying the Start Menu

There are two common ways to display the Start menu.

1. Click the **Start** button on the taskbar.
2. Tap the **Windows key** on the keyboard.

Here's another way you may not be aware of:

3. Hold down the **Ctrl key** and tap the **Esc** key.

Need a Fast Way to Find Your IP Address? (Well, one of them, anyway)

1. Launch your browser.
2. Type askleo.com/how_to_find_the_ip_address_of_my_computer/ in the address bar.
3. Hit **Enter**.

Your public IP address

108.16.160.103 