

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME VI ISSUE I

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UPCOMING EVENTS

Happy New Year!

Virtual Private Networks
Vince Pisacane
January 4, 2024
LPT-08

Pin a Website to Your Taskbar

Last month's newsletter had directions for creating a desktop shortcut to a website. You can instead put the website on your taskbar.¹ Here's how:

1. Open the website in Edge.*
2. Click the **Menu** (the three horizontal dots) in the upper right.
3. Click **More Tools**.
4. Click **Pin to taskbar**.
5. That's it. You now have a website icon on your taskbar.

¹ What's the advantage of pinning it to the taskbar instead of the desktop? Usually, you **double-click** an icon on the desktop to open it. You **single-click** an icon on the taskbar to open it.

*Chrome does not have an option for pinning a website to the taskbar.

Use Your Search Engines Efficiently

IF YOUR SEARCH RESULTS ARE NOT EXACTLY WHAT YOU'RE LOOKING FOR, try enclosing your search words in quotation marks. For example, searching for **changing icons** (without quotes) returns results with **changing** and **icons** anywhere on the page. However, if you search for "**changing icons**" (with the quotes), it returns only those pages with **changing** and **icons** next to each other.

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

Elaine Craft
Member at Large

Ellen Newman
Member at Large

Vince Pisacane
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Quickie Browser Tip



Oh, no! You closed that tab, you need the data from that website, and you can't remember the URL. Not a problem. Chrome, Edge, and Firefox:

Ctrl + Shift + T reopens the last closed tab.



Another Type of Scaling

Do you have so many columns in your Excel worksheet that they won't all fit on one page across? There's a solution for that. You can shrink the scale so that all the columns fit on a single page across. Here's how:

1. Open the worksheet.
2. Click on the **Page Layout** tab.
3. Click on the angled arrow in the **Page Setup** group.
4. Click on **Page** if it's not already selected.
5. Under **Scaling**, click on **Fit to**
6. A suggestion: Select **1** after **Fit to**. *This will ensure that all columns will fit on one page across.**
7. Another suggestion: Select **99** after **page(s) wide by**. *This will ensure that all the pages of a lengthy spreadsheet will print.*

*Obviously, if your printout becomes unreadable because it has a very large number of columns, you'll have to take a different approach.

Did you know . . .

If you are filling out an online form, e-mail, or other text field, you don't have to click in each field with your mouse. You can press **Tab** to move forward one field or **Shift + tab** to move back one field.

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

GEEK CORNER



Read PDFs and eBooks Full Screen

If you often read PDFs and eBooks on your Windows PC or tablet, try this. Open a PDF or eBook in Edge and press F11. The page jumps into full-screen mode so you can read without the distraction of the top toolbars and browser menu. When finished, press F11 once again to exit full-screen mode.

The Versatile Handoff Function on Apple Devices



The iPad Dock article on page 4 of last month's newsletter contained the word **Handoff** (in bold face). What is it, and how does it work, and how do you prepare your devices to use it? Directly below is the first paragraph from a webpage article explaining what it is and how it works.¹

¹"With Handoff, you can start something on one device (iPhone, iPad, iPod touch, Mac, or Apple Watch) and then pick it up on another device right where you left off. For example, you can start answering an email on your iPhone, then finish it in Mail on your Mac. You can use Handoff with many Apple apps—for example, Calendar, Contacts, and Safari. Some third-party apps may also work with Handoff."

Enter the URL below into your browser address bar (or google **Handoff**), for complete information on setup and using **Handoff**.

support.apple.com/guide/iphone/hand-off-tasks-between-devices-iphcec5d0a9d/ios

Special Characters

You probably don't use special characters (©, «, ÷) too often, but when you need them they can be hard to find. You might want to put a shortcut to the website below on your desktop or taskbar. It lists the most commonly used special characters and their alt codes.

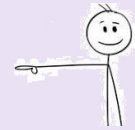
https://officemastery.com/_alt-codes/

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

The Chrome Omnibox

Everyone refers to the browser bar where you type your URL as the address box or address bar, but Chrome calls it the **Omnibox**.

It merges the Google search box with the address bar!



In addition to being the address bar, it can calculate, convert currency, convert pounds to kilograms, and much more.

Here are some examples of how it works:

1. Open **Chrome**.
2. In the **Omnibox** (address bar), type $8 + 20$.
A dropdown box displays the answer.
3. In the **Omnibox**, type 87 lbs to kg.
A dropdown box displays the answer.
4. In the **Omnibox**, type 17 dollars to pounds.
A dropdown box displays the answer.
5. Try some other conversions.

That's it!

Google Search Tip

Are you looking for a user manual for that printer or smart phone or some other piece of equipment? Since most online manuals are available as PDF documents, you can narrow your search to show *only* manuals.

Here's how:

ADD **filetype:** TO YOUR SEARCH to display results that only match a certain file type. For example, when I entered **HP slimline 501 filetype:pdf** in my search bar, **Manuals - HP Slim Desktop PC S01-pF0000i** appeared at the top of the list of results. Additionally, you can limit your search to other file types by entering the desired extension after **filetype:.**