

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME VI ISSUE 2

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UPCOMING EVENTS

**AC IT Department
Today & Tomorrow**
Matt Betz
February 1, 2024
LPT-08

Cyber Scams II
Vince Pisacane
March 7, 2024
LPT-08

**Managing Files/
Folders**
Ellen Newman &
Bert Holmes
April 4, 2024
LPT-08

Editing Photos
Fram Jeroo
May 2, 2024
LPT-08

**Future Topics
(Requests)**
Review/elaborate on AI
Personal Websites
LibreOffice Impress
Google Slides
Move Files to New
Computer

Make Google Your Edge Home Page

Do you use the Chrome browser? Fine. Google is automatically your home page. Maybe you prefer Edge, but you'd like Google to be your home page. Here's how to have Edge open to Google:

1. Launch **Edge**.
2. Click the **Menu** (the three horizontal dots in the upper right).
3. Click **Settings**. (*For some computers and laptops, you may have to click **Settings** again on the left.*)
4. Click **Start, home, and new tabs**.
5. Under **When Edge starts**, click **Open these pages**:
6. Click **Add a new page**.
7. Enter **www.google.com** in the block.
8. Click **Add**, and back out.
9. That's it! Google is now your Edge home page.

Extra:

1. Under **When Edge starts** is the **Home button** box.
2. Slide the tab to the right to put the **Home button** next to the address bar.
3. Click the radio button below **New Tab page**.
4. Enter **www.google.com**, click **Save** (if it's not greyed out), and back out.
5. Now when you want to move to a new page, click the **Home** button and the **Google** home page appears.

Next month: Make Google your Edge default search engine.

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 Sultarik
Treasurer

Gary Frantz
Technology

Elaine Craft
Member at Large

Ellen Newman
Member at Large

Vince Pisacane
Member at Large

Office 365 Apps Acting Quirky? Microsoft Has a Built-In Solution!

Word and PowerPoint were working OK, but **Excel** was fussy. Sometimes it wouldn't open. Restarting **Windows Explorer** from the **Task Manager** often fixed the problem. When it didn't, a **Restart** always fixed it. Then it didn't. Time for a **Repair**¹.

1. Open **Control Panel**.
2. Click on **Programs and Features**.
3. Right-click **Microsoft 365-en-us**.
4. Click **Change**. Enter password if prompted.
5. Click **Quick Repair**. That will probably fix the problem.
6. It didn't? Click **Online Repair**, but be careful: *Online Repair is essentially an uninstall and reinstall. User settings and files won't be affected or lost when using Online Repair, but activation may be lost. If you do not have the installation tied to a Microsoft account, you'll need to have your key code handy. (Since Office 365—now called Microsoft 365—was probably a download directly from Microsoft, this shouldn't be a problem.)*
7. **Online Repair** will take much longer, but it should fix all problems.

¹*This is from my personal experience. I ran **Quick Repair** several times, but the repair continued to fail. I next ran the **Online Repair**, and all Office apps are now working as expected.*
—Ed

GEEK CORNER



Temp Files Can Slow Your Computer



Is your computer running **slower and slower and slower**? You open your Task Manager and find that your disk usage is at 100%. Yikes! It might be time to clean out your **Temp** folder. Temp files (temporary files) in Windows 10

and 11 are essentially **data stored by apps and the operating system** over time, but it could be that your temp folder has become so huge that it's **dramatically slowing** your computer. Fortunately, however, **it's perfectly safe to remove those temporary files** without harming your computer.* Here's how:

1. Click the **Start** button.
2. Type **Storage settings** and hit **Enter**.
3. Click **Temporary files**.
4. It's best to uncheck **Recycle bin** and **Downloads** in case you need any of those files in the future.
5. Click **Remove files**. **Any files that are needed by the system or apps will not be removed.*
6. That's it!

If cleaning out your temp files doesn't reduce your disk usage and allow your computer to run faster, check out the link below for some more suggestions.

www.groovypost.com/howto/fix-100-percent-disk-usage-on-windows-11/

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

YOU'RE RUNNING CHKDSK /R OCCASIONALLY, AREN'T YOU? No? You say you don't know how to do it? It's easy! Here's how:

1. Right-click the **Start** button.
2. Click Windows **PowerShell (admin)** or **Command Prompt (Admin)**, whichever appears. If prompted, enter your password.
3. Type **chkdsk /r** in the terminal window, and the text below appears.

```
PS C:\WINDOWS\system32> chkdsk /r
The type of the file system is NTFS.
Cannot lock current drive.

Chkdsk cannot run because the volume is in use by another
process. Would you like to schedule this volume to be
checked the next time the system restarts? (Y/N)
```

4. Type the letter **y**, and hit **Enter**. The text below appears.

```
This volume will be checked the next time the system restarts.
PS C:\WINDOWS\system32>
```

5. Save any open files, reboot your computer, and you'll be given the opportunity to skip disk checking. Don't skip disk checking! Let **chkdsk** examine your hard drive and make repairs, if needed.
6. That's it!
7. Type the URL below into your browser address bar for more information on **chkdsk**.

askleo.com/whats-the-difference-between-chkdsk-f-and-chkdsk-r/