

# Ann's Choice Technology Newsletter

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

VOLUME VI ISSUE 3

MARCH 2024

### UPCOMING EVENTS

*Cyber Scams and  
What You Should  
Know About Cyber  
Security*

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 Default Search Engine

Last month's newsletter provided the directions for making Google the home page when Edge is launched. This newsletter provides the directions for making Google your Edge default search engine. Here's how:

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 the hamburger to the left of **Settings** again on the left.)
4. Click **Privacy, search, and services** on the left.
5. Scroll all the way down to the bottom.
6. Click **Address bar and search**.
7. To the right of **Search engine used in the address bar.**, click the down arrow in the box.
8. Click on **Google**, and back out.

### Word Tip—Selecting Text

You're probably familiar with the various clicks needed to highlight a single word or a sentence or a paragraph or the entire page, but did you know that there's another way to select various blocks of text?

1. Tapping F8 twice selects the word.
2. Tapping F8 three times selects the sentence.
3. Tapping F8 four times selects the paragraph.
4. Tapping F8 five times selects the entire page.

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 Sultanic**  
Treasurer

**Gary Frantz**  
Technology

**Elaine Craft**  
Member at Large

**Ellen Newman**  
Member at Large

**Vince Pisacane**  
Member at Large

A resident asks: "How do I send an email to multiple recipients without displaying everyone's email address?"

### Use BCC to Hide Email Addresses

When you send an email to two or more people and enter their names in the **To** bar, everyone who receives that email can see the other recipients' names. Even if the name displayed is only, for example, **Joe**, by hovering the cursor on that name **the complete email address appears**. It is considered best practice to avoid broadcasting email addresses to all recipients. Fortunately, there's an easy way to keep recipients from seeing anyone else's address. Here's how:

1. Open your email app.
2. Click **Compose, New Message**, etc., whichever named option allows you to write an email.
3. Enter **your** email address in the **To** bar.
4. Off to the right (usually) of the address bar, you'll see **CC, BCC**.
5. Click on **BCC**.
6. Enter your recipient email addresses.
7. Everyone on the **BCC** bar will receive the email, but their email addresses will not be visible.
8. That's it!

*Full Disclosure: I've been guilty of broadcasting the names of all the digital AC Technology Newsletter recipients by entering the distribution list in the **To** bar. I was reminded of this when a resident requested that I include **BCC** directions in a newsletter.—Ed.*

View back issues of the Newsletter at [www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/](http://www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/)

# GEEK CORNER



## How to Perform a Disk Cleanup in Windows 11

There are various ways to clean up your disk in Windows 11, but sometimes they're hard to find. Here's a simple way:

1. Press the **Windows key** and tap the **R** key.
2. The **Run** prompt box appears.
3. Type **cleanmgr** and hit Enter.
4. Select the **C:** drive, if it's not already selected.
5. Click **OK** and make your choices.
6. That's it!

## Windows Malicious Software Removal Tool (MSRT)

The MSRT, a free Microsoft app, helps keep Windows computers free from malware. MSRT finds and removes threats and reverses the changes made by these threats. If you have automatic updates enabled, it is downloaded with the updates and runs in the background. If you don't have auto updates enabled, download the MSRT at the link below. Run both the MSRT and Malwarebytes\* weekly to help keep your computer virus free.

[www.microsoft.com/en-us/download/details.aspx?id=9905](http://www.microsoft.com/en-us/download/details.aspx?id=9905)

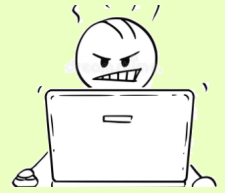
\*You already have Malwarebytes installed, don't you? If not, download the app at [Malwarebytes.com](http://Malwarebytes.com).

## Use the Restart Chrome command

Sometimes it's necessary to force a **restart** in Chrome. You might want to install an update or fix a problem, for example. It's easy! Simply type **Chrome://restart** into your Omnibox, and Chrome immediately restarts. This closes and reopens all Chrome windows and tabs, except for incognito tabs, which close but do not reopen. It also closes any other profiles you had open.

Get this newsletter delivered to your inbox each month. Email your request to [gsf314@verizon.net](mailto:gsf314@verizon.net).

## Recover Your Email Password



Oops! You forgot your email password. AOL, Yahoo, and other email hosts, especially Gmail, have very strict protocols in place to keep anyone else from accessing your email, but those same protocols can make it almost impossible for you to access your email if you don't have your password. Fortunately, it can be very easy to reset your password if **you've prepared yourself beforehand**. Here's how to do it in Gmail:\*

1. Open your email account.
2. Click on the circle in the upper right with your initial in it.
3. Click **Manage your Google Account**.
4. Click **Security**.
5. Scroll down to **How you sign into Google**.
6. Click **Recovery phone**, and follow the prompts.
7. Do the same for **Recovery email**.
8. Back out. You've protected yourself.
9. **Write down the recovery phone and email address.**
  - a. They don't have to belong to you. You can use a relative's or friend's email and/or phone if you wish and they give their assent.
10. If you're ever in a position where you've lost your password and don't know how to use the recovery email or phone, find someone who can help you. It's a very easy process.

\*All other email hosts have similar procedures in place so that you can reset a lost password. Don't wait! Enter your recovery email and recovery phone in your email account NOW!

### Excel Tip—Insert Rows

You have data in the first 17 rows of your spreadsheet. You find that you need four additional rows between rows nine and 10. *Don't add them one at a time*. Highlight row 10 and the next three rows below it. Then click **Insert**. You now have four blank rows between rows nine and 10.