Ann's Choice Technology Newsletter
A Publication of the Ann's Choice Computer Club

UPCOMING EVENTS

Managing Photos
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

Where Did I Make That Edit?

Word hides some valuable keyboard functions. (Who knows why?) One of them is **Shift + F5**. If you recently made an edit at some remote place in your document, you can get back to it with a keystroke.

1. Press **Shift + F5** once to jump to the place in your document that you most recently edited.
2. Press it again to jump to the edit you made before that.
3. Press it again to jump to your third most recent edit.
4. After the third keystroke, it takes you back to where you began.

Excel Small Function

You have a column (or columns) of numbers, and you want to find the smallest and next smallest numbers. Here's how:

=small(A1:C30,1) returns the smallest number (C30 being the last cell containing a value)
=small(A1:C30,2) returns the next smallest number

Yes, you'll have to use two formulas. However, if you want to find only the 14th value, for example, you need only one formula: =small(A1:C30,14).

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
Member at Large

If you often read PDFs and ebooks on your Windows PC or tablet, here's a trick you'll like. 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 you're done, press F11 again to exit full-screen mode.

The F12 Key—Show the SAVE AS Window

When you want to save a Microsoft document without changing its name, type, or location, pressing **Ctrl+S** saves the document on top of itself, effectively erasing the earlier version. That's a fast, efficient way of saving a document. BUT IF YOU WANT TO CHANGE THE **NAME**, **TYPE**, OR **LOCATION**, tap the **F12** key. This will display the **Save as** window which allows you to make those changes.

Quickie Word Tip - Change Word Case

To change text from LOWER CASE to UPPER CASE or vice versa.

1. Highlight the text.
2. Hold down the **shift** key, and tap the **F3** key.

But there's more:

If you've changed a sentence or paragraph from lower to upper case and want to change it back again, the **Shift+F3** sequence changes **all** the text to lower case. To again capitalize the first word in a sentence, use the **shift+F3** sequence again. Unfortunately, this will not capitalize any other originally capitalized words.

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

ANN'S CHOICE TECHNOLOGY NEWSLETTER

GEEK CORNER

Disable Startup Apps

Computer taking too long to boot up? Do this:

1. Right-click the **taskbar**.
2. Click **Task Manager**.
3. Click **Startup Apps**.
4. Disable the apps you seldom use.
5. To enable them later, click **Start** and enter them in the search bar.

Reader Mode - Reader View - Immersive Reader

Wouldn't it be so much easier to read website text if you weren't constantly distracted by advertisements, popups, formatting, website styles, fonts, and colors? You can! The three major browsers (Safari, Edge, and Firefox) have **Reading Mode** built in and enabled.* Chrome takes some work.

Safari: You can enable **Reader Mode** on most websites by tapping and holding the **AA** button to the left of a website URL in Safari's Address bar. When you do this, Safari will strip out everything except the content on the webpage and present it to you in a customizable format. **Esc** to exit.

Edge and **Firefox:** At the right side of the address bar, click the reader mode or immersive reader icon. (The icon will look like a book or words on a page.) *You can also press F9 in the desktop version of Edge or Firefox*. **F9** to exit.

Edge tip: If you don't see the **Immersive Reader icon** in the address bar, you can still view the text in Immersive Reader. Just select the text you want to read, right-click, and select **Open in Immersive Reader** from the context menu.

Chrome: See page 4

*Reader view does not work on all websites.

Chrome Reader View*

Chrome is an excellent browser, but it is still behind the other major browsers when it comes to supplying a **Reader View** function. It is not automatically enabled, and it will require several clicks to install and use it. Here's how:

1. Open Chrome.
2. Enter **Chrome web store** in your search bar.
3. Enter **Reader Mode** in the search box of the web store.
4. Click **Reader View**.
5. Click **Add to Chrome.**
6. Click **Add Extension**.
7. Close your browser and reopen.
8. Open the website whose text you want to read.
9. **Ctrl+A** to highlight the entire page.
10. Click on the **Extensions icon** in the upper right of the screen.➝ 🧩
11. Click **Reader view,** and the page appears without advertisements, etc.
12. Click the **Extensions icon>Reader** view to exit..

*As with Safari, Edge, and Firefox, Chrome, Reader View will not work on all websites.

Oops! I goofed, folks. I inadvertently deleted some email addesses from my Gmail app. If you're supposed to get a copy of the Technology Newsletter delivered to your inbox and you didn't receive it last month, please email me and I'll put you back on the distribution list.