

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME VIII ISSUE 1

JANUARY 2026

Upcoming Events

***Tips and Tricks:
A Grab Bag of
Surprises (cont'd)***
Gary Frantz
Jan 8, 9:30 a.m.

WiFi
Feb 6, 9:30 a.m.

Email
Mar 5, 9:30 a.m.

AI Apps: **Be Careful!**

From my own experience—Ed.

I use Copilot frequently, to research articles for this newsletter, to answer questions from residents, to check my grammar or punctuation, or simply to satisfy my curiosity with one thing or another. I find it to be helpful and accurate, ***mostly***. But I found out recently that I must be careful when using it.

Since I had a question about an email header, the email was open on my screen. I clicked the Copilot icon on the upper right side of the page to launch Copilot. (When launched from Edge, Copilot occupies almost the entire right half of the screen.) I entered my question. *In answer, Copilot referred to text in the email that was open on the left side of the screen **that I had not included in my question**.* I opened two other emails, asked questions in such a way that Copilot could answer only if it had access to the text in the emails, and in both cases, ***Copilot used knowledge of that text to answer the questions.***

So, I asked Copilot itself how much data on my computer that it could see. Copilot's answer is on page 4. Do you believe it? (I have not researched any other AI apps.)

Computer Club

Co-Chair
Bert Holmes

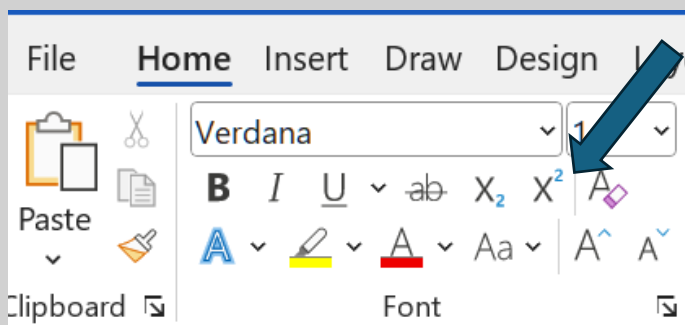
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Mickey Sultanik

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Paul Greenwald
Bob Klimek
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Here's a tip you'll probably never use!

It's easy enough to change a character to a **superscript**. For example, if you want to change AC3 to AC³, you simply highlight the 3 and tap the X² icon in the Font group in the Home tab of the Ribbon. (Don't forget to click the X² icon again or all the succeeding text will be in the superscript position.)



But suppose you're editing a document that contains 35 groupings of AC3. The **Find and Replace** feature doesn't have a direct method for changing multiple groupings to superscripts, but there is a workaround. Here it is:

1. Press **Ctrl + H** to open **Find and Replace**.
2. In **Find what**, type the character or characters you want to replace.
3. In **Replace with**, type the same character or characters (or whatever you want to appear).
4. Click **More**.
5. Put the cursor back in the **Replace with** box and click **Format>Font**.
6. Check the **Superscript** box and click **OK**.
7. Click **Replace All**.
8. Don't forget to go back and **uncheck** the **Superscript** box.
9. That's it!

View back issues of the Newsletter at acresidents.org.
Click **Site Index**. Click **Computing**. Click **AC3 Computer Club**. Scroll down

G E E K C O R N E R



Shorten That URL!

Maybe you weren't interested in last month's Geek Corner article. That's OK. However, here's something you might find useful. To read the article that was referenced, you were directed to enter this URL (tinyurl.com/3r4pewcc) into your address bar. If you did, you'd find that after hitting the **Enter** key, the actual URL of the article that appears in your

your address bar was

www.howtogeek.com/my-monitors-most-underrated-feature-is-its-built-in-kvm/?utm_source=HTG-NL&utm_medium=newsletter&utm_campaign=HTG-202508230645&user=Z3NmMzE0QHZlcml6b24ubmV0&lctg=5f4ae33440c9fa30f50abf633691e69edb4dc503d6867a8cf8f168cb32e62694

If you were directed to type the lengthy URL directly above into your address bar, could you reasonably be expected to do so without making at least one error? Of course not. So where did the substitute URL (tinyurl.com/3r4pewcc) come from? The answer to that question is the reason for this article. See below:

If you want to send an online article with a lengthy URL to someone, either digitally or in a typed letter, copy the URL from the address bar*, go to **tinyURL.com**, and paste the URL into **Enter long link here**. Click **Shorten URL**, and your **tiny URL** will appear. Copy and paste it into your email or text message or type it into the letter you're going to send by USPS. If in an email or text message, the recipient can click it to go to the website. If in a letter, the recipient will find it much easier to type that tiny URL into an address bar than trying to type the lengthy URL.

That's it!

*To copy a URL from your address bar, click anywhere inside the address. The URL turns blue. Hit Ctrl + C and the address is on your clipboard.

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

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From Copilot:

- *You can choose to let me help find files on your device.*
- *This only works if you've turned on file search permissions.*
- *Even then, I can only access files you ask me to find—nothing more.*

On Windows (with Copilot Vision)

- *If you share a specific app window with me, I can see what's inside that window.*
- *You'll always see a banner showing what's being shared.*
- *I can highlight clickable areas or help you interact with that app, but only within that window.*

On Mobile (with camera access)

- *If you open the camera and point it at something, I can help identify or translate what I see.*
- *I don't scan or store anything outside that moment.*

In Edge browser

- *I can see the tab you're on if you've enabled context clues.*
- *You can toggle this on or off in your privacy settings.*

*So, in short: **I only see what you choose to share**, and you're always in control. If you ever want to double-check what's being shared, I can walk you through the settings. **(End Copilot text)***

But that's not the whole story! Check next month's newsletter to get a glimpse of how intrusive Copilot can be.

The Ann's Choice Technology Newsletter is published monthly by the AC Computer Club. **Questions, comments, or suggestions?** Contact the Editor, Gary Frantz (gsf314@verizon.net)