

Ann's Choice Technology Newsletter

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Upcoming Events

Artificial Intelligence:
Smart Machines,
Simple Ideas
Gary Frantz
Dec 4, 9:30 a.m.
LP-T08

Starting January
2026, the
newsletter will
no longer be
distributed in
print. It will be
available to be
read and printed
directly from
MyErickson
or
ACResidents.org.

Some Random Keyboard Shortcuts

- **CTRL+W:** Closes the **window** you're working on.
- **CTRL+F:** Launches the **Find** tool.
- **CTRL+H:** Launches the **Find and Replace** tool.
- **CTRL+P:** Launches the **Print** function.
- **CTRL+N:** Creates a **New** window or document, depending on the context. For example, when you're in Word or Excel in Windows, CTRL+N will create a new Word document. If you're currently in your browser, it will create a new browser window.
- **CTRL+S:** Saves your current document. If you're working on an existing document, it will replace that document.
- **ALT+F4:** Pressing the ALT and F4 keys together will **quit** the current **application** you're focused on.
- **CTRL+Backspace:** This will **delete** the word to the left of your cursor in a text document or dialog box.
- **WIN+Down Arrow:** This will **minimize** your current window.
- **WIN+D:** This combination will **minimize** all open windows at once, showing you the Desktop.
- **WIN+Left or Right Arrow:** This will **snap** your current window to the left or right of the screen.
- **F2:** Pressing the F2 function key will usually open the **Rename** dialog for a file.

The Computer Club meets on 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
Gary Frantz
Co-Chair

Mike Sultanik
Treasurer

Gary Frantz
Technology

Members at Large:

Elaine Craft
Paul Greenwald
Ellen Newman
Marv Pollack

Now Where Did I Put That Document?

You're careful to name and save your documents. Good! You hit **Ctrl + S** as you modify them to keep them up to date. Very good! Two months later, you can't remember what folder you saved them in. Not good! Not only that, but you also can't remember what you named them. Really not good!! There's a solution—for *future documents* or for the *present documents if you can find them*. Here it is:

Word (Windows 10 & 11)

1. With the document open
2. Double-click at the top (**header**) or bottom (**footer**).
3. This opens the header or footer.
4. Click **Insert** in the ribbon.
5. Click **Explore Quick Parts** icon in the **Text** group.
6. Click **Field>FileName>Add path to filename**.
7. Click **OK**. **Ctrl + S** and print a copy for your records.

That's it! The complete path and filename are entered in the header or footer, wherever you placed your cursor. You can adjust the font and size as you normally would in Word.

Excel (Windows 10 & 11)

1. With the document open
2. Click in any cell.
3. Type **exactly** (without the period):
=cell("filename").
4. Hit **Enter**. **Ctrl + S** and print a copy for your records.

That's it! The complete filename and path are entered in the cell you chose. Again, just as with Word, you can adjust the font and size as you normally would in Excel.

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



Buying a New Monitor? Do You Have Two Towers?

Read this article! Enter the address below into your address bar. It could help you choose a monitor that will best serve your needs.*

<https://tinyurl.com/3r4pewcc>

However, there's another solution and it could be simpler! Buy a KVM switch. A **KVM switch (short for Keyboard, Video, Mouse) is a hardware device that lets you control multiple computers using a single keyboard, monitor, and mouse. It keeps your workspace from being cluttered with duplicate keyboards, monitors, and mice. KVM switches can be controlled manually or with software. Prices range from approximately \$15 to \$60. Budget models (\$15 to \$30) usually support two towers. I have two towers. My KVM switch cost \$26.—Ed.*

How to Combine Multiple PDFs

When sharing documents by email, converting them to PDF has become standard practice so that recipients can open them regardless of the software they have installed on their devices. But what if you have several files to send?

Instead of attaching them individually, there's a website that will merge them into a single PDF for convenience and clarity. Just enter the website below into your address bar and follow the simple directions. In moments, your files will be combined into a single document.

www.ilovepdf.com/merge_pdf

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

Residents ask

Question: What anti-malware should I use to best protect my computer?

Answer: From AskLeo.com: a highly respected troubleshooting website.

My security software recommendations*

1. Windows' built-in Windows Security remains my recommended security solution for most systems.
2. Your router can serve as your primary firewall at home or work.
3. Leave the Windows Firewall enabled unless it causes problems.
4. Let Windows Update keep your computer as up-to-date as possible.

That's it. Good basic protection in four steps.

**I would add: Install Malwarebytes, the free trial version, and run it weekly in case you inadvertently let some malware infect your computer—Ed.*

What Is Artificial Intelligence (AI)?

Artificial Intelligence, or AI, is a type of computer technology that helps machines “think” and learn like people. You’ve seen it in action and probably have used it—voice assistants like Siri or Alexa, programs that suggest TV shows based on what you’ve watched, translating languages. It can help doctors with diagnoses and make cars safer.

- It learns from experience, just as people do.
- It can understand and respond to human speech.
- It helps make everyday tasks quicker and easier.

But AI isn't perfect. It raises questions about, among other things, privacy. More on this in the January and February 2026 issues.

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)