

# Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

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## Upcoming Events

### Email Fundamentals

**Marv Pollock**  
**Tony Carpenter**  
**Mar 5, 9:30 a.m.**  
**LP-T08**

### Tips and Tricks Tips and Tricks:

**A Grab Bag of  
Surprises (cont'd)**  
**Gary Frantz**  
**Apr 2, 9:30 a.m.**  
**LP-T08**

## Clear Your Clipboard (Completely!)

When you access your financial accounts online, do you copy your password from your spreadsheet or password manager so you can paste it into your website password block? Do you know that if **Clipboard History** is turned on, clearing the clipboard only removes the *current* item, but older items remain stored until you clear history. Don't take the chance of someone stealing your password. **Clear your clipboard.** Here's how (and it's simple):

### Clear via **Clipboard History Menu**

1. Press **Windows + V** to open the clipboard history.
2. Click **Clear All** in the top-right corner.
3. This removes all stored items, not just the most recent.

And, to make things even simpler

### **Disable** Clipboard History (Optional)

1. In **Settings>System>Clipboard**, toggle **Clipboard history** off.
2. This ensures that only the most recent item is stored; now when you click **Clear All** in the top right corner, your clipboard is completely empty.

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**Mickey Sultanik**  
**Mickey Sultanik**

Did you know . . .

Each individual Excel worksheet is limited to 1,048,576 rows and 16,384 columns.

## Inserting Page Numbers in Word in Windows 11

You want to insert page numbers in your Word document, but the **Insert** tab is missing from your list of tabs above the **ribbon**. What has Microsoft done this time? They've changed things again. Here's what you do:

1. Click **File>Options>Customize Ribbon** (You might have to click **More** after you click on **File** to get **Options** to display.)
2. The **Word Options** menu appears.
3. Scroll to the right.
4. Scroll down in the **Main Tabs** menu.
5. Find **Insert**, and click it.
6. The **Insert tab** appears above the ribbon.

Or

1. **Double-click** in the header space of the document.
2. The **Header & Footer** tab appears to the right of the tabs.
3. The page number option appears on the left of the **ribbon**.

View back issues of the Newsletter at [acresidents.org](http://acresidents.org).  
Click **Site Index**. Click **Computing**. Click **AC3 Computer Club**. Scroll down

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## Remove Background From Pictures

You have a terrific picture of your granddaughter, but the background is unattractive. That's OK. You can easily remove the background and insert an acceptable color. Here's how:

1. Launch **remove.bg**.
2. Click **Upload Image**.
3. Find your picture and select it.
4. When the **download** button turns blue, click it.
5. Click **Preview**.
6. The **Downloads** dialog box displays; click **Open file**.
7. The downloaded picture opens in **Photos**.
8. Click the **Menu**.
9. Click **Save as**.
10. Enter a name and location and click **Save**.
11. Close **Photos**.
12. Open **Word**.
13. **Copy** and **Paste** the picture into the blank **Word** document.
14. Click the image.
15. **Picture Format** appears to the far right of the tabs.
16. Click **Picture Format>Crop** down arrow>**Crop to Shape**.
17. Select your shape (nothing appears yet).
18. Click **Picture Border** icon down arrow and select your weight.
19. The shape outline appears.
20. Right-click the picture>**Format Picture**.
21. Click the **Fill and Line Bucket** icon.
22. Click **Fill>Solid fill**.
23. Select your color.
24. Right-click the picture
25. Click **Save as Picture**.
26. Select name and location.
27. Click **Save**.

That's it!

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

Here's a tip you'll probably never use (but it's neat to know)

If you're typing a number such as 5280 and you want to ensure that the reader knows you mean zero and not the letter "O," hold down that alt key and type (on the number pad) 0216 when you want the zero to appear. For example, 5280 will become 528Ø. This works in all Microsoft apps, Gmail, AOL, and most other apps you'll be using.

## Antivirus/Antimalware Tip

**WINDOWS DEFENDER ANTIVIRUS** (formerly Windows Defender) is included in all Windows computers. It is enabled by default.

Windows does not want two antivirus apps running at the same time. If you install and enable a third-party antivirus, Windows will automatically disable Windows Defender Antivirus.

The reverse is true! If you later disable or uninstall the third-party antivirus, Windows will (usually) enable Windows Defender Antivirus.

Here's how to check on which antivirus program is defending you:

1. Click **Start** and type **Windows Security**.
2. In **Windows Security**, Click **Virus and Threat Protection**.
3. Click **Manage providers**.
4. Under **Antivirus**, you'll see exactly which product is currently active.
5. You'll also see **Windows Firewall**. More on that next month.

BTW, **Malwarebytes** (you have it installed and use it, don't you?) is designed to be compatible with **Defender** and all other standard antivirus apps. You don't have to enable or disable any antivirus apps when you run it. Do so frequently!

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)