

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME 11 ISSUE 3

MARCH 2020

UPCOMING EVENTS



Stay Safe in the Cloud: encrypt your files with Cryptomater
March 5, 9:30, LPT08

The Beginner's Guide to Excel: a basic tutorial,
April 2, 9:30, LPT08

MS PowerPoint Tutorial, May 2,
9:30, LPT08

**Google Sheets
Google Docs**
June 4, 9:30, LPT08

**5G Explained
Why Your Calendar Should Be Your To-Do List
The Best Way to Name Your file**
July 2, 9:30, LPT08

Who's watching you?



IF YOU WANT TO STOP SITES FROM TRACKING YOU AND TARGETING YOU WITH ADS, the Brave browser and DuckDuckGo search engine are excellent solutions.



Brave is a project, one of whose missions is keeping you from being tracked on the web. There's no doubt about the effectiveness of its tracker blocking technologies. The browser apps block ads by default and put tight restrictions on the information sites can gather on you through cookies and tracking scripts.

You can also block trackers, scripts, and fingerprinting technologies—where sites attempt to identify your particular device—individually.

Brave also tries to block phishing attempts over the web. It's a comprehensive package that strikes a well-judged balance between simplicity and power.

www.brave.com



DuckDuckGo blocks tracking cookies that are able to identify you and your device, and even scans and ranks sites' privacy policies. You can clear tabs and data automatically at the end of each session, or you can wipe this data manually with a single tap. You can even set a timer to automatically clear out your history after a period of inactivity.

www.duckduckgo.com

<https://www.wired.com/story/privacy-browsers-duckduckgo-ghostery-brave/>

Editor's note: I tried both. I like them! I found Brave as easy to use as the common browsers, and DuckDuckGo performed as efficiently as Google. I didn't compare Brave to Safari. As with Edge and other browsers, you can configure Brave's home page and settings to your liking.

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are held in Liberty Commons, LPT08

Computer Club
Howard Bennett
 Treasurer



Computer problems or questions? Maybe we can help.
 Email us at annschoice815@gmail.com
 or contact one of the members below.

Joe Walton
 Scheduling

Joe Walton
 215 675 1637

Howard Bennett
 215 672 6129

Gary Frantz
 215 674 8781
 (10 am-4 pm only)

Ray Schwegel
 Scheduling

Jim Meyer
 Scheduling

Mike Sultanik
 Scheduling

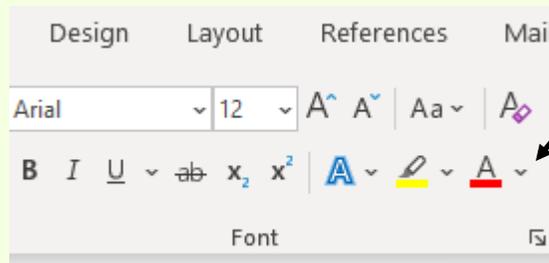
Bert Holmes
 Scheduling

Gary Frantz
 Technology

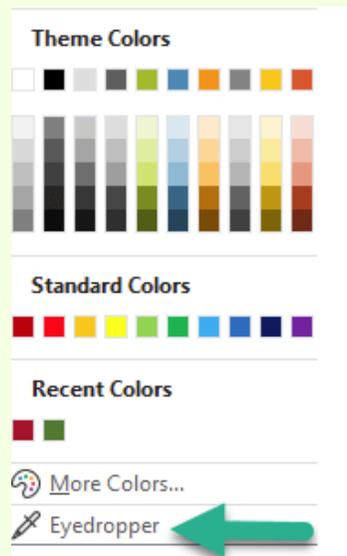
PowerPoint Tip The Eyedropper

YOU'VE INSERTED A CAPTION INTO A PICTURE ON ONE OF YOUR SLIDES. *Want that caption text color to match the picture?* Here's how:

1. Highlight the text
2. Click on the Home tab
3. Click on the Font color down arrow



4. Click on the eyedropper



5. Click on the part of the picture that you want your text color to match
6. That's it!

All back issues of the Ann's Choice Technology Newsletter are available on the Ann's Choice website.



GEEK CORNER

Here's an **easy way** to delete blank rows in Excel!

1. Select a column of cells from the data range.
2. Click **Home -> Find & Select -> Go To Special**
3. From the Go To Special window, select **Blanks** and click **OK**.
4. Only the blank cells are highlighted.
5. **Right-click** on one highlighted cell, select **Delete** from the menu.
6. The Delete dialog box opens. Select **Entire row**, then click **OK**.

That's it. The blank rows have been removed with just a few clicks.

Windows keyboard shortcut

TO CLOSE ANY WINDOW

Depress the **Alt key** and the **spacebar** at the same time

Depress the **C key**

That's it!

The "front most" or top window of all those open will close

Repeat to close other windows

Note: If you have a document window open (Word, for example) that hasn't yet been saved, you'll be given the opportunity to save it

iPhone Hack

LAST MONTH WE SHOWED YOU how to set a photo for incoming calls. You can also set individual custom ringtones for different callers. Tap the **phone** icon followed by **Contacts**. Then tap the person whose ringtone you want to change. Tap **Edit** and then **Ringtone** and select the ringtone you want to hear for that person. You can do this for every person in your **Contact** list, and you'll know by the ringtone who is calling you.



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

The *Undo Send* Feature in Gmail: another reason to like and use Gmail

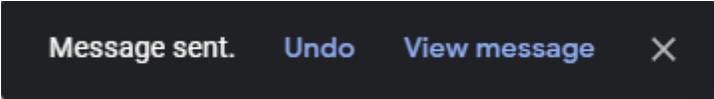
Oh, no! I sent that email to the wrong person.
 Oh, no! I should have cooled off before I hit the send button.
 Oh, no! I forgot to insert the attachment.
 Oh, no! I....

DID YOU KNOW THAT YOU CAN DELAY DELIVERY of your sent message for up to 30 seconds so that you can **cancel delivery** during that 30-second period? Well, you can! Here are the two *easy* changes you have to make to your Gmail settings to enable that feature.

1. Open **Gmail**.
2. In the upper right corner of the window, click the **Settings** (gear) icon.
3. Click **Settings** from the menu.
4. The **General** tab is probably selected. If not, Click **General**.
5. Find **Undo Send**.
6. Using the down arrow change the cancellation period to 30 seconds.
7. Now scroll down to find **Keyboard shortcuts**:
8. Click the radio button next to **Keyboard shortcuts on**.
9. Scroll all the way down to the bottom of the page and click **Save Changes**.
10. You're done!

Now, how do you use it when you suddenly decide you didn't want to send the email after all?

1. Let's send a test email to make sure it works.
2. Compose an email to yourself and click **send**.
3. Look for a menu bar at the bottom of the screen.



Message sent. Undo View message X

4. Click **Undo**.
5. A **Sending undone** confirmation appears.
6. If you don't see the confirmation, you waited longer than 30 seconds. Your message has been sent. You can't call it back.
7. An easier way to cancel delivery of your email is to click the Z key. (That's why you just enabled keyboard shortcuts in #8 above.)
8. With either method (#4 or #7), the original message appears on your screen.
9. Delete the email or make changes and send it again.

Unsend an email with the Gmail mobile app

1. Tap **Undo** at the bottom of the screen
2. An **Undoing** alert appears and your email is displayed for changes
3. If you don't send it again and tap the arrow to return to your inbox, you'll see the alert **Draft Saved** with an option to **Discard** the draft.