

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

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UPCOMING EVENTS

happy
holidays

It Can Happen To Anyone

MY COMPUTER CRASHED! (:() It did an automatic update. When I checked it later, the screen was black. Software problem? Hardware problem? I turned it off and back on. The power light is on and my external hard drives are blinking, but the computer is dead. How can I try to fix it if I can't get it to boot up?

First, I'm faced with the same quandary that many of you are in:

The computer is over five years old.

It was an inexpensive computer.

It has a slow processor and only 4 GB of RAM.

I checked AskLeo.com; he said to find a technician.

At that age, is it really worth the cost of getting it fixed?

The holiday sales are coming up. New computer?

https://askleo.com/the_first_eight_things_to_do_with_your_new_computer/

Second, yes, I had a **backup** from two days before. I was able to retrieve **everything** to copy to a second computer—except for my Newsletter distribution list, and I've since been able to get that list from one of the recipients. Yes, it's a chore to copy all my files and reinstall all my apps, but I experienced no permanent losses!

Third, I enjoy writing these newsletters, but they are time intensive. I work several months ahead so that every newsletter is completed well in advance of the publication deadline. I wouldn't want to lose all that work! I save these newsletters to the cloud as well as to my hard drive. My computer is *kaput*, but I have **backups** safely in the cloud as well as **backups** on my external hard drive.

Last, I'm switching from Outlook to Gmail. Why? Outlook is a desktop app. When your hard drive crashes, Outlook contacts and lists are gone! Gmail is a web based app. When your hard drive crashes, Gmail can still be accessed from any computer anywhere. In effect, my mail, contacts, and lists are **backed up**. (Yes, they're on Google servers, but Google isn't going anywhere!)

That's my tale, folks. If you get nothing else from my experience, get this: **BACKUP! BACKUP! BACKUP!**

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

Computer Club



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

PCs and android devices only; no Apple devices

Bert Holmes
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OPENOFFICE CALC
 TEXT TO NUMBERS

THE NOVEMBER ISSUE OF THIS NEWSLETTER featured directions on changing text to numbers in **Excel**. Here's how to do it in **Calc**:

1. Select the column of cells with text-formatted numbers.
2. On the ribbon, click **Data**.
3. Click **Text to columns**; the **text to columns** window opens. (See Figure 1 below)
4. In the **Fields** area, click the column under **Column type**; the background will turn black.
5. Click **Standard** from the **Column type** list.
6. Click OK.
7. The numbers on the Calc worksheet will align with the right gridline.

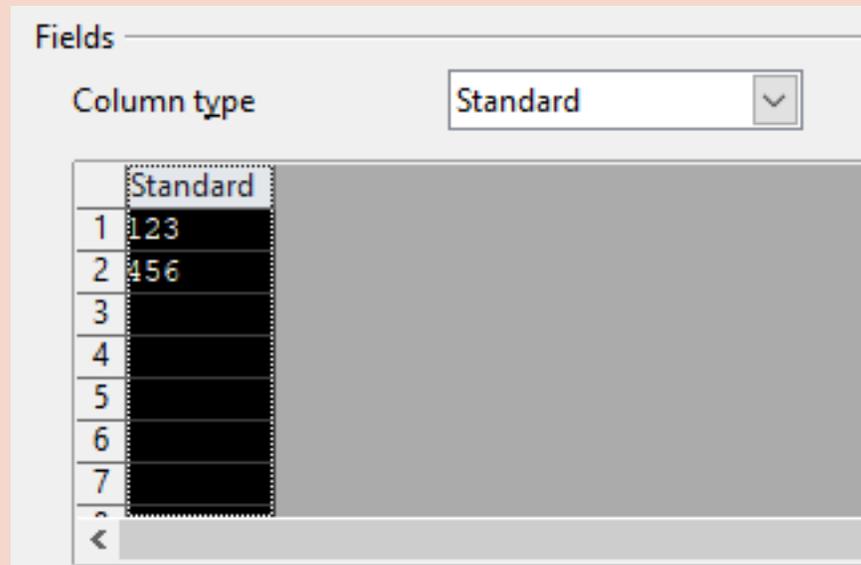


Figure 1

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



GEEK CORNER

There are 10 types of people in the world: those who understand the binary number system, and those who don't.

Quickie Troubleshooting Tip

Computer acting up all of a sudden?

1. Close all apps and files.
2. Turn off all your devices—computer, printer, router, etc.
3. Go get a drink of water.
4. Come back and turn everything on.
5. Wait for all your devices—computer, printer, router, etc.—to **fully boot up**.
6. Your problems might be solved.



How To Block Senders On Gmail On Mobile

The process of blocking emails on the Gmail app for iPhone and Android is very similar.

1. Open the Gmail app on your iPhone or Android smartphone and make sure you're logged in with the right account.
2. Open the email you want to block.
3. Tap the **Menu** button from the top-right corner.
4. From the popup, tap the **Block (Sender)** button.
5. The sender will be blocked instantly (unlike Gmail for the web, you don't need to confirm the action).
6. If you want to send the email to spam, you can tap the **Report Spam** button.

How To Unblock Senders on Gmail on Mobile

1. To unblock a sender on mobile, you'll need to find an email from the sender.
2. Tap the **Menu** button from the email.
3. Choose the **Unblock (Sender)** option to unblock them.

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

Forget Your Password?



PHOOEY! NOW YOU HAVE TO CLICK ON “FORGOT PASSWORD” and wait for an email message *or* a text message *or* a phone call with a link *or* a verification code and possibly answer security questions so that you can reset your password.

Well, maybe not!

Do you use Edge or Chrome on the Internet? Here’s how you *might* find your password:



Open your browser.

Edge—Click on the three **horizontal** dots at the top right of the page.

Chrome—click on the three **vertical** dots at the top right of the page.

1. Click on **Settings**.
2. Click on **Passwords** in the center of the page.
3. Find the website you’re trying to access.
4. Click on the “eye” at the right of the page.
5. Enter your Windows password (if you have one) at the prompt.
6. Your “lost” password will appear.

Your website isn’t there? Maybe you saved your password in Credentials. Here’s what to do:

1. Open the **Control Panel**.
2. Click **Credential Manager**.
3. All your websites with saved passwords appear.
4. Find your website.
5. Click the down arrowhead at the right.
6. Click the word “show” (in blue).
7. Enter your Windows password (if you have one) at the prompt.
8. Your “lost” password will appear.

Instead of 1 and 2 directly above

- Click the Window icon in the lower left of your screen.
- Type “**Credential Manager**”.
- Go to Step 3 above.