

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME III ISSUE 8

AUGUST 2021

UPCOMING EVENTS

September 2
9:30
LPT-08

Publisher
Ins and Outs
Howard Bennett

Windows 11
A Quick Look
Gary Frantz

October 7
9:30
LPT-08

Tips and Tricks
Gary Frantz

Perseids meteor
showers peak on
August 11—12



Split Screen Tip

DO YOU EVER FIND IT NECESSARY TO WORK ON TWO OPEN SCREENS AT THE SAME TIME? It's a waste of time going back and forth, reducing screen A to work on screen B and vice versa. **Split Screen*** is the solution! (*I'm using Split Screen as I write this tip. See Figure 1 below—Ed.*)

1. Open any app or website.
2. Click and hold anywhere in the band (blue, grey, etc.) at the top of the screen.
3. Drag as far **left** as you can.
4. That screen fills the left half of your monitor screen.
5. Open another app or website.
6. Click and hold anywhere in the band (blue, grey, etc.) at the top of the screen.
7. Drag as far **right** as you can.
8. That screen fills the right half of your monitor screen.
9. You can now work on either screen while the other remains dormant.

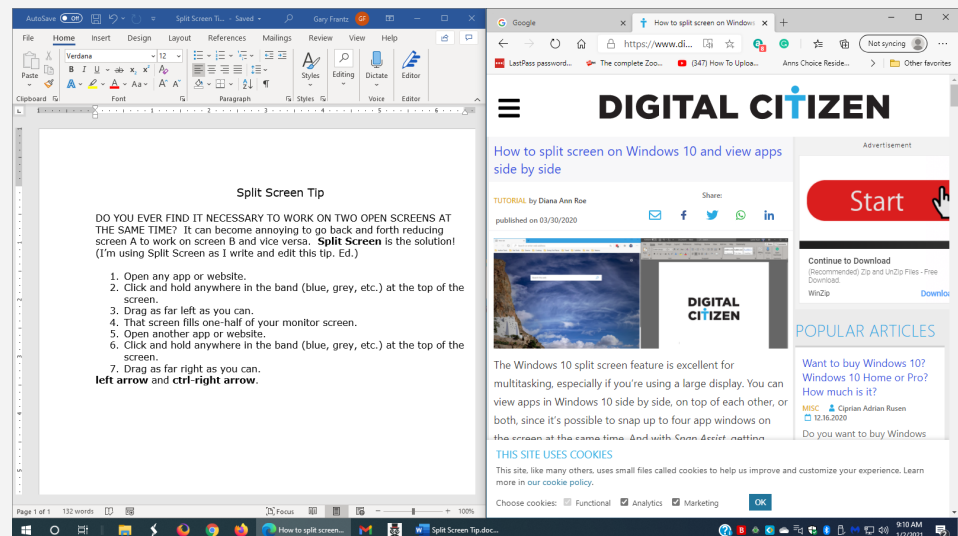


Figure 1

Tip: Instead of using the pointer, you can use **Ctrl-left arrow** and **Ctrl-right arrow** or you can use your finger on a touch screen.

*<https://helpdeskgeek.com/windows-10/how-to-split-the-screen-in-windows-10/>

The Computer Club meets the first Thursday of each month at 9:30 AM
Meetings will resume on September 2.

Computer Club

Bert Holmes
Co-Chair

Bob Klimek
Co-Chair
Treasurer

Jim Meyer
Program Chair

Gary Frantz
Technology Chair

Ray Schwegel
Member at Large

Mike Sultanik
Member at Large

Howard Bennett
Member at Large

Elaine Craft
Member at Large



Send annual dues to
Bob Klimek MT-218
no later than **Sept 30.**
\$10 per apartment



Computer problems or questions? Maybe we can help.
Email us at accompclub314@gmail.com
or contact one of the members below.

PCs and android devices only; no Apple devices

Bob Klimek
(215) 674 1963

Howard Bennett
(267) 980 6518

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

Excel Tip Sum a Column or Row of Numbers

1. Highlight the numbers you want to sum.
2. Hold down the **Alt key** and tap the **equals sign**.
3. The sum appears at the end of the row or column.

How to Import a Gmail Label

Last month's newsletter showed you how to **export** a label from your Gmail Contacts. Here's how to **import** that label back into your Gmail Contacts.

1. Open **Gmail**
2. Click on the three dots in the upper right corner
3. Click **Contacts**
4. Click **Import**
5. Click **Select File** (Figure 1)
6. Click on your renamed CSV file (You previously saved it in your downloads folder)
7. Click **Import** (Figure 1)
8. That's it!

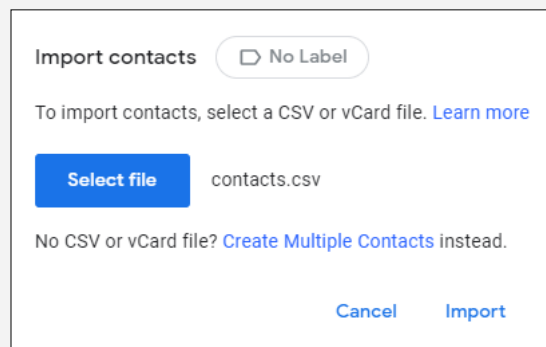



Figure 1

GEEK CORNER



S.M.A.R.T.

EVERY DRIVE FAILS EVENTUALLY. When the end is near, you'll see the signs: strange noises, corrupted files, crashing, to name a few. Most modern drives have a feature called S.M.A.R.T. (Self-Monitoring, Analysis, and Reporting Technology), which monitors your drives in an attempt to detect a failing disk. Here's how to check your drive(s):

1. Tap the **Start**  button and type **CMD**.
2. Type **wmic diskdrive get model, status** in the Windows terminal.
 - A. See Figure 1 below from the Editor's computer.
 - B. It shows the **Sandisk** flash drive, the **Passport** external drive, and the **SSD hard drive**.
3. If the drive is sound, it will display **OK**.
4. If the drive is ready to fail, it will return **Pred Fail**.

```
Command Prompt
Microsoft Windows [Version 10.0.19042.928]
(c) Microsoft Corporation. All rights reserved.

C:\Users\>wmic diskdrive get model,status
Model                                     Status
SanDisk SanDisk Ultra USB Device        OK
WD My Passport 259F USB Device           OK
SK hynix BC511 HFM256GDJTNI-82A0A       OK

C:\Users\>
```

Windows 11 is coming!!!!

But can you install it on your computer? Check out these three websites:

www.youtube.com/watch?v=2ij-xXHDzCk for general information

www.howtogeek.com/2877737/ Does your computer have the TPM chip?

www.pcworld.com/article/3623713 Even if your computer has the TPM chip, it still may not be compatible with Windows 11

Remember: Windows 10 is supported until October 14, 2025.


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

Chkdsk

YOUR COMPUTER HAS BEEN ACTING A LITTLE CLUNKY. Your antivirus programs are up to date and you've run MalWareBytes, but that didn't seem to help. It's time to run **Chkdsk**. Why? **Chkdsk**, short for **Check Desk**, is a utility whose job it is to try to repair any errors that might occur on a disk drive.

How to run Chkdsk



1. Right click the Start menu . 
2. Click **Command Prompt (Admin)**.
3. You might see "Windows PowerShell" instead of Command Prompt.
4. A window will open (Figure 1 below).

```
Administrator: Command Prompt
Microsoft Windows [Version 10.0.19041.450]
(c) 2020 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>
```

Figure 1

4. Type **chkdsk /R** to check and repair **C: Drive** (your hard drive).
5. Another window opens (Figure 2 below).

```
Administrator: Command Prompt - chkdsk /R
Microsoft Windows [Version 10.0.19041.450]
(c) 2020 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>chkdsk /R
The type of the file system is NTFS.
Cannot lock current drive.

Chkdsk cannot run because the volume is in use by another
process. Would you like to schedule this volume to be
checked the next time the system restarts? (Y/N)
```

Figure 2

6. Answer **Y** for Yes and then reboot your system.
7. **Chkdsk** will run and repair the drive before Windows fully boots up.
8. Be patient; this will take some time!

For more chkdsk options, go to
https://askleo.com/chkdsk_what_is_it_and_how_do_I_run_it/