Ann's Choice Technology Newsletter
A Publication of the Ann's Choice Computer Club

November 17
Take a Hike Day
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Tips, Tricks,
and Other Stuff
(Continued)
Gary Frantz
November 4, 2021
9:30, LPT-08
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Apple Day
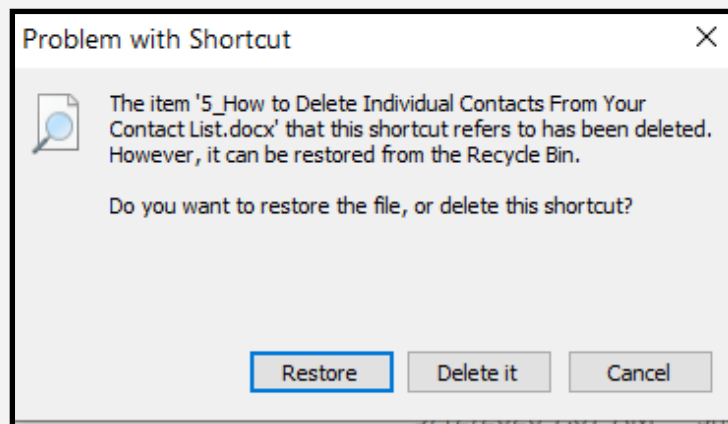**November 10,2021**
9:30, LPT-08
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Recent Items

PAGE 1 OF THE JANUARY 2021 NEWSLETTER showed you how to find a **recently closed website** by checking your *Browser History.* But suppose you want to find a *recently typed file* or a *recently opened folder*? For example, maybe you started typing your annual Christmas letter, saved it in a hurry, and don't remember where you saved it or under what name. Not to worry! There's an easy way to find it. Here's how:

1. Hold down the **Windows** Key and tap the **R** key.
2. The **Run** box appears.
3. Type **Recent.**
4. A list of recently opened files and folders will appear.
5. Click on **date modified** to list them in chronological order.
6. Scan the list to find your file or folder.
7. Click on the file or folder to open it.
8. An added bonus: if you have deleted the file or folder a graphic appears (*Figure 1, below)*. (This is an example from Editor's computer.)

Problem with Shortcut   ✕

The item '5_How to Delete Individual Contacts From Your Contact List.docx' that this shortcut refers to has been deleted. However, it can be restored from the Recycle Bin.

Do you want to restore the file, or delete this shortcut?

[Restore]   [Delete it]   [Cancel]

9. You now have the option of either restoring the file from the recycle bin or deleting it if you no longer need it.

The Computer Club meets the first Thursday of each month at 9:30 AM

Computer Club

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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) 675 1963)	Vince Pisacane (215) 323 4628 (10 am-4 pm only)	Gary Frantz (215) 674-8781 (10 am-4 pm only)

Fix Word, Excel, PowerPoint, Publisher

1. Office apps getting a little clunky? Try this:
2. Click **Start**.
3. Type **Control Panel.**
4. Hit **Enter**.
5. Click **Programs and Features.**
6. Right click **Microsoft 365** or **Microsoft Office** or whatever version of Office is installed.
7. Click **Change.**
8. Click **Quick Repair**.
9. Wait until it's finished.
10. If that doesn't fix it, start over at step 2.
11. After you click **Change,** click **Online Repair.**
12. Online Repair will take some time; have patience.
13. That should fix it.

Online Storage

Do you store folders and files in the cloud? Here's how to find out how much storage you're using:

OneDrive: Go to www.onedrive.live.com/managestorage

GoogleDrive: Go to www.google.com/settings/storage

For more OneDrive info: www.howtogeek.com/714430

For more GoogleDrive info: www.howtogeek.com/714378

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ANN'S CHOICE TECHNOLOGY NEWSLETTER

GEEK CORNER

The Clip Command in the Windows Terminal

Sometimes you want the output of the command-line command to be saved for use later. For example:

1. **Good.** The output from **ipconfig/all** displays, but it flies down the page so quickly you can't read it.

2. **Better**. The output from **ipconfig/all |more** displays a single page; the **Enter** key moves the text one line; the **Space Bar** moves the text a full page.

3. **Best**. The output from **ipconfig/all |clip** displays nothing. It saves the entire output to the clipboard. You can then open a text editor (Word, WordPad, etc.) and paste the contents onto the page(s).

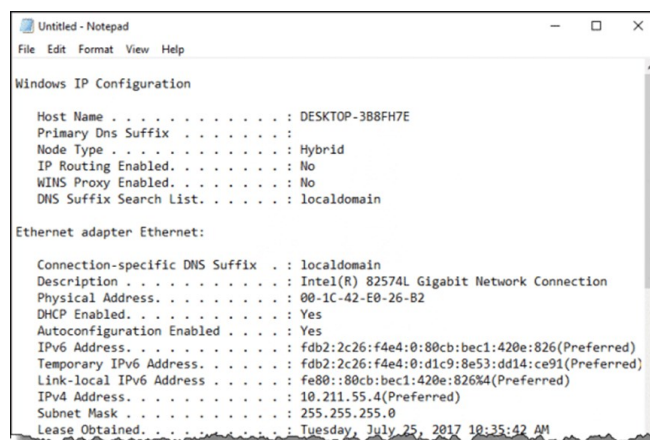Try it! You'll see something like Figure 1 covering several pages.

Figure 1

Uninstall Android Phone Apps

Too many unused apps using up your storage? Uninstall them. Here's how:

1. **Long press** the app icon (hold your finger on the app icon).
2. Raise your finger when the prompts appear.
3. Select **Uninstall**.
4. That's it!

THE APPLE PAGE

Sort Emails by Sender in Gmail

This is so frustrating! She sent me that email about the reunion two weeks ago. I should have printed it out so that I'd have the registration information, but I didn't. Now I have to scroll through hundreds of emails to find it. *NO, YOU DON'T!*

In a Browser: Windows, Mac, Linux, or Chromebook Computer

1. Open Gmail.
2. Find an email from your sender.
3. Right-click the email.
4. Select **Find Emails From** from the menu.
5. Gmail displays all the emails you've received from that sender.

On an iPhone, iPad, or Android Device

1. Open the Gmail app on your device.
2. Tap the **Search in Mail** box at the top.
3. In the **Search in Mail** box, type **.from.abc@sample.com**, replacing **abc@sample.com** with the email address of the person whose emails you want to see.
4. Tap **Enter** (or whatever the **Enter** key is on your device).
5. Gmail displays all the emails you've received from that sender.

What are Stack Files?

Stack files are default files found on the right side of your desktop **when you save to the desktop**. It's Apple's way of automatically organizing anything you save to the desktop. Default files consist of Documents, PDF Documents, Spreadsheets, and Screenshots.

Documents

PDF Documents

Spreadsheets

Screenshots

Contributed by Trudi Hertfelder