

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME IV ISSUE 3

MARCH 2022

UPCOMING EVENTS

Apple Day
February 28
LPT-08

YouTube
Elaine Craft
9:30 March 3
LPT-08

Windows Tips
Gary Frantz
10:00 March 3
LPT-08

Senior Scams
Marge Schwegel
9:30 April 7
LPT-08

Zoom for Beginners
Gary Frantz
9:30 May 5
LPT-08

Hardware Project
Details in future
editions of the
Newsletter

Send Texts to Email From Your Android Phone

JUST ABOUT EVERYBODY TEXTS! You do, don't you? While texts are an extremely popular method of communicating with others for chatting or making arrangements to get together or messages of that nature, there are some instances in which you might want to send your text messages to your email for long-term storage. Which ones might you want to send?

- Any web pages or links you want to share or save
- Those containing sensitive information or needed for legal purposes
- Meaningful messages you wish to save
- Texts sent to groups

Note: The instructions given may vary according to your device manufacturer, model, operating system, and messaging and email apps. In general, though, here's how:

1. Open your message/conversation.
2. Tap and hold the message until the **options menu** appears.
3. Click **Share**.
4. Choose your email app.
5. Fill in the email address of your recipient.
6. Tap the **Send** arrow.

You can manually send individual text messages, but there are apps and setting adjustments that will send **all** your texts to a predetermined email address. **Auto Forward SMS** is available through the Amazon Appstore. The subscription is \$.99 per month or \$11 annually via Amazon.

In addition to forwarding your text messages, this app allows you to filter by keyword and send texts from specific numbers to specific emails when your phone is powered on and you have internet service.

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are held in Liberty Commons, LPT-08

Computer Club

Bert Holmes
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Co-Chair

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Ray Schwegel
Member at Large

Elaine Craft
Member at Large

Sherry Resnick
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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
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Move Through Drop-Down Lists Quickly

You're filling out a form online, and you come to a **drop-down** list. One of the more common is a drop-down list for states, although the methods below apply to all drop-down lists. The usual way to find your state is to click on the drop-down arrow and then use the arrow keys to find your state.

There are easier ways:

1. Click on the drop-down list and **type the first letter of your state**, **P** for example. If the list is sorted alphabetically, the list will immediately jump to the first state that begins with **P**. Type the letter **P** again, and it will move to the next state beginning with **P**. **Shift-P** moves in the reverse direction within the group of states beginning with **P**.
2. Some websites use a slightly modified form, a search. Type **M** followed by **I** and all the states beginning with **Mi** are listed. (*I find this one most useful—Ed.*)
3. Lastly, if your mouse has a wheel, you can use it to scroll through a list, especially if it's a very long list.

Is Your Google Chrome Fully Updated?

1. Open Chrome and click on the **Menu**, the three vertical dots in the upper right corner.
2. Hover over **Help** at the bottom of the right pane.
3. Click **About Google Chrome**.

Chrome will check for an update. Your current version will be displayed, and the latest version will immediately start downloading *if an update is available*. Once downloaded, click the **Relaunch** button to complete the update.

View back issues of the Newsletter at www.anns-choice-resident-activity.org/all-other-sections/computing/ac3-computer-club/

GEEK CORNER



Windows 10 Ransomware Protection (cont'd from Feb.)

1. Click the **Start** button
2. Type **Ransomware Protection**
3. Under **Controlled Folder Access**, tap **Protected Folders**
4. Click **+ Add a Protected Folder**
5. Select the folders you wish to protect
6. That's it!

Do you Zoom?

Here's a quick tip!

To **mute** yourself, hit the **Space Bar**
To **unmute** yourself, hit the **Space Bar**

How to Delete Your Google History

1. Open your browser.
2. Enter **myaccount.google.com** in your address bar.
3. Sign into your Google account (if you're not already signed in).
4. Click **Manage your data & privacy** under the **Privacy & personalization** card.
5. Click **Web & App Activity** under the **History settings** card.
6. Click **Auto-delete (Off)** or **(on)**.
7. Click **Auto-delete activity older than**.
8. Click down arrow to select 3, 18, or 36 months, followed by **Next**.
9. Or, scroll down, click the down arrow next to **How else can I control my data?**, and make your decision.

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

THE APPLE PAGE**Special Notice!**

The Ann's Choice Computer Club (AC3) will accept unwanted electronic equipment, refurbish it, and make it available at no charge to residents only. We will post pictures of the equipment on our resident web site, www.acresidents.org, under AC3 Computer Club.

If you want to donate your old equipment:

1. We will accept Windows laptops or desktops (no Apple products), printers, monitors, and speakers. They must be in working condition. We cannot repair them. The printers must have useable ink cartridges or toner installed.
2. We will use a software shredder on computer hard drives so that all personal information is destroyed.
3. If necessary, we will come to your apartment to pick up the equipment.

If you request refurbished equipment:

1. We will help to install it and test it in your apartment.
2. If you want to use the Internet (surfing, shopping, email, etc.), a monthly fee will be charged by a provider (probably Comcast or Verizon).

Contact us by email at accompclub314@gmail.com to make a donation or a request for equipment. To contact us by phone: Bob Klimek, 215-675-1963, or Gary Frantz, 215 674 8781.

Take a Screenshot on Your iPhone 13

YOU TREATED YOURSELF TO A NEW IPHONE 13! One of the first things you want to learn is how to take a screenshot. It's really simple.*

The easiest way to take a screenshot on an iPhone 13 is by using two buttons on either side of the phone. To do so, briefly press the Volume Up button (on the left side of the iPhone) and the Side button (on the right side) *at the same time*. That's all there is to it.

It can be just a little difficult at first, but if you squeeze them both **simultaneously**, you'll hear a shutter sound effect. Check the lower left corner of your screen to see a thumbnail of your screenshot. After a brief period, the thumbnail disappears and is automatically saved in your photos folder. Or you can swipe it away to the left to get rid of it.

Next month: How to Edit an iPhone Screenshot Just After Taking It

*These instructions also work for the iPhone 13 Mini, iPhone 13 Pro, and iPhone 13 Pro Max.

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)