

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME IV ISSUE 8

AUGUST 2022

UPCOMING EVENTS

**Free Office Apps
Online**
Gary Frantz
August 4, 9:30
LPT-08

**Q&A Session to
follow. Meeting
will be extended
until 11:00.**



QUICK ASSIST IS A NEW APP IN WINDOWS 10 AND WINDOWS 11 that enables you to give or receive assistance over the Internet.

To take control and give assistance to someone

1. Click **Start**.
2. Type **Quick Assist**.
3. Hit **Enter** when **Quick Assist** appears in the results box.
4. Click **Assist another person**.
5. Send the 6-digit code to the person you're helping (email, text, or phone).
6. When the person enters the 6-digit code, click either **Take full control** or **View screen**.
7. Click **Continue** and wait for the person you're helping to allow the connection.

To get assistance from someone else

1. Click **Start**.
2. Type **Quick Assist**.
3. Hit **Enter** when **Quick Assist** appears in the results box.
4. Enter the 6-digit code you were given in the **Code from assistant** box.
5. Click **Share screen**.
6. Wait for your helper; then click **Allow** in the window that displays.

The person given access to a computer now has complete control and can (hopefully) fix the problem.

Give access only to someone trustworthy!

**I've tried it. It worked perfectly.—Ed.*

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
Co-Chair

Bob Klimek
Co-Chair

Mike Sultanic
Treasurer

Gary Frantz
Technology

Ray Schwegel
Member at Large

Elaine Craft
Member at Large

Ellen Newman
Member at Large

Sherry Resnick
Member at Large



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-3 pm only)

Word Tip

You know how to select—

1. A **word**. (Double click anywhere in the word)
2. A **sentence**. (Ctrl-click anywhere in the sentence)
3. A **paragraph**. (Triple click anywhere in the paragraph)
4. A **page**. (Click anywhere followed by Ctrl-A)

Here's how to select **a single line** of text.

1. Move the cursor into the left margin of the line of text.
2. The cursor turns into an angled arrow.
3. Left click; the line of text is selected.
4. If you want to select multiple lines of text, hold down the shift key and left mouse button and drag down.

Those Confounded Widgets!

You've upgraded to Windows 11, and you want to stop those exasperating widgets from appearing every time you accidentally swipe your mouse by the lower left corner of your screen. Here's how:



1. Right click any blank space on your taskbar.
2. Click **Taskbar settings**.
3. Find **Widgets** under **Taskbar items** and toggle it off.

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

GEEK CORNER



Curious About Your Wireless Security (Windows 11)?

1. Click the network/WiFi icon in the Notification Area.
2. Click the arrow next to your SSID name.
3. Right click the SSID name that displays.
4. Click **Properties**.
5. Scroll down to **Properties**.
6. See your SSID, Protocol, Security, Network Band, Network Channel, and other interesting information.

Delete Old Gmails*

YOU CAN EASILY SEARCH OLD EMAILS IN GMAIL AND DELETE THEM IN A BATCH. In the Gmail search bar, enter the date in this format: YYYY/DD/MM.



So, for example, if you want to delete all emails that you received before **Jan. 1, 2018**, enter **before:2018/01/01**.

You can even search by how old emails are. If you type **older_than:1y**, you'll see all the Gmail emails older than 1 year. You can use **m** for months or **d** for days.

If you want to delete them all, click the **Check all** box, then click **Select all conversations that match this search** followed by the **Delete** button.

See November 2021 issue for **searching by name.*

Quick Search for an App on Android Smartphone (Samsung Galaxy)

Want to find an app quickly? Here's how:

1. Swipe up from the middle of the screen.
2. **Finder search** appears at the top of the screen.
3. Start typing the name of the app.
4. Tap on the app icon when it displays.
5. The app opens.
6. That's it!



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Utilize Speech Selection

Having a hard time reading the text on your screen? Or just don't want to bother reading? Enable **Speech Selection** and your iPhone will read the text to you.



1. Open **Settings>Accessibility**.
2. Under the **Vision** section, tap **Spoken Content**.
3. Enable **Speech Selection**.
4. Select the text, and you'll see a **Speak** option for reading it out loud.
5. You can also enable **Speak Screen**. This lets you drag down from the top of your phone with two fingers to read everything on the screen.
6. Select **Voices** to change the voice.
7. Select **Highlight Content** if you want to follow along with what's being read.
8. If necessary, you can also adjust the **Speaking Rate** using the slider.

Add Websites to Your Favorites in Edge

Microsoft Edge now allows you to store your favorite websites as Favorites. Here's how:

1. Open the page you want to add.
2. Click the **star icon** in the Edge toolbar to open a menu.
3. The menu will automatically appear with the Favorites tab open.
4. You have the option to rename the page and add it to a specific Favorites folder, assuming you've created one.
5. Click **Add** to put it in your Favorites list.

How to type "señor" or "señorita" in Word

Type the letters "s" and "e"; hold down the Alt key and type 164 on the **number pad**; type the remainder of the letters following the letter "ñ."