

# Ann's Choice Technology Newsletter

## A Publication of the Ann's Choice Computer Club

VOLUME IV ISSUE 9

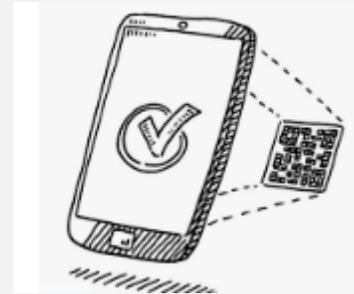
SEPTEMBER 2022

### UPCOMING EVENTS

**Backup and Restore  
File History  
EaseUS  
Gary Frantz  
9:30, LPT-08**

## Scan Documents with Your Android Phone

THERE'S NO QUESTION THAT AN ALL-IN-ONE PRINTER IS A FIRST CHOICE FOR SCANNING DOCUMENTS AND PHOTOS. But if you're ever in a position where a scanner isn't available and you have to scan a photo or document, you can use your Android phone. Follow the directions below to scan a document or photo to Google Drive as a PDF.



1. Open Google Drive on your Android phone.
2. Sign into your Google Account.
  - a. You may already be signed in.
3. Tap the floating **+** button in the bottom right corner.
4. Select **Scan** from the options.
5. Your camera will open.
  - a. You might have to grant permission for the app to use the camera.
6. Position the document in the frame and snap the photo.
7. **Retry** or **OK** appears. Select one.
8. Click **Save**.
9. Name the file, and click **Save**.
10. The document will be uploaded to Google Drive as a PDF.
11. Tap the file to open it.
12. Tap the three vertical dots in the upper right corner.
13. Many options appear.
  - a. Select whichever is appropriate.
14. That's it!

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 Sultanik**  
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](mailto: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)
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**Oops! Why Did I Close That Tab?**



Sometimes you realize a split second too late that you shouldn't have closed that tab. That's why your **Chrome browser** lets you bring it back with a few simple key strokes.

1. Windows and Chrome OS: Ctrl + Shift + T
2. Mac: Command + Shift + T

**Word Page Break Tips Using the Keyboard (Mostly)**

When you want to force Word to jump to the top of the next page, you insert a **Page Break**. Here's how:

1. Hold down the **Control** key and tap the **Enter** key.
2. The cursor jumps to the top of the next page.

*Want to see where your **page breaks** are? Here's how:*

1. Hold down the **Control** and **Shift** keys.
2. Tap the **8** key.

*Want to delete your **Page Break**? Here's how:*

1. Position your cursor at the end of the **Page Break**.
2. Hit the **Backspace** key.

Has your account or email been hacked? No? Well, be prepared. Enter the link below into your address bar, read it, and bookmark it!

<https://askleo.com/what-to-do-when-your-account-is-hacked/>

# GEEK CORNER



## Delete Files Permanently

YOU KNOW THAT WHEN YOU DELETE A FILE, WINDOWS DELETES ONLY THE "POINTER" TO THAT FILE. The data in the file will remain on your disk until it is randomly overwritten by data from another file. Until it is overwritten, it can be recovered. You can, however, completely delete (overwrite) all the data in your deleted file(s) so that *no one can ever read them*. Here's how:



1. Close all apps and files.
2. Open your terminal window.
3. Type **cd..** as often as necessary to get to a **c:\>** prompt.
4. Type **cipher /W:.** after the **c:\>** prompt.
  - a. It should look like this: **C:\>cipher /w:.**
5. Come back in a half hour or so (maybe more). The **C:\>** prompt at the bottom of the screen tells you that your files have been deleted/overwritten.

Want to verify that they're really unrecoverable? Run Recuva.\*

\*<https://askleo.com/recuva-free-easy-undelete-file-recovery-tool/>

## Display More Rows by Removing the Excel Ribbon\*

You're entering data in a spreadsheet, and you need more rows on one page to enter data. Hold down the **control key** and tap the **F1 key**. The ribbon disappears and displays more rows. Need the ribbon again? Hold down the **control key** and tap the **F1 key** again.

*\*You can also display more rows by moving the slider above the notification area to the left, but that might make your text too small to read.—Ed.*

Get this newsletter delivered to your inbox each month. Email your request to [gsf314@verizon.net](mailto:gsf314@verizon.net).

# Windows 11

## Move Start Button and Task Bar Icons to the Left

You've upgraded to Windows 11 and you've decided to keep it, but you liked having the Start button and taskbar icons on the left side of the screen. Want to move them back over to the left? Here's how:

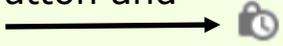
1. Click the **Start button**.
2. Type **Taskbar**, and Hit **Enter**.
3. Click the down arrow to the far right of **Taskbar behaviors**.
4. At the far right of **Taskbar alignment** click the down arrow next to **Center**.
5. Click **Left**.
6. That's it!

## How to Search on iPad

1. Swipe down from the Home page on your iPad to access the search bar. This will also bring up Siri Suggestions.
2. If you have a Smart Keyboard connected to your iPad, you can press **Cmd + Spacebar** to bring up the search bar on iPad.

## Gmail Security Tip

YOU CAN SEND EMAILS THAT WILL AUTOMATICALLY ERASE THEMSELVES after a period of time that you select. They don't allow recipients to forward them to anyone else, either, so they're perfect for when you need to send emails that are for the recipient's eyes only.\*

To send a self-destructing email, start by composing a new message. Next, look at the row of icons near the **Send** button and click the one that looks like a padlock with a clock on it. 

In addition to setting an expiration time, you can also require a passcode. Make your selections, and click **Save** followed by **Send**.

*\*There are several ways the addressee can get around this—Ed.*