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

VOLUME IV ISSUE II

NOVEMBER 2022

UPCOMING EVENTS

Addressing Envelopes Gary Frantz

Using the Hallmark Greeting Card App Elaine Craft November 3 9:30 LPT-08

The Ins and Outs of Word Phyllis Halpern December I 9:30 LPT-08

Windows Tips
Gary Frantz
January 5
9:30 LPT-08

A Q&A session is held at the end of each meeting

How to Allow or Block Pop-Ups in Edge

EDGE BLOCKS POP-UPS BY DEFAULT, but some sites use them for legitimate purposes. And sometimes a pop-up slips through when you don't want it to. You can control pop-ups. Here's how:

Allow Global Pop-ups

- 1. Launch Edge.
- 2. Click the three dots in the upper right corner.
- 3. Click **Settings**.
- 4. Click Cookies and Site Permissions.
- 5. Click Pop-Ups and Redirects.
- 6. Toggle off the **Block** option.
- 7. The pop-up blocker is now disabled.

Allow Pop-Ups From a Specific Site After step 5 above

- 1. Click add in the Allow section.
- 2. Add the URLs of the sites you want to bypass the **block** restriction.
- 3. That site now has permission to launch pop-ups.

Block Pop-Ups From a Specific Site After step 5 above

- 1. Click Add in the Block section.
- 2. Add the URLs of the sites you want to prevent from launching pop-ups.
- 3. That site has been denied permission to launch popups.

Next month: How to allow or block pop-ups in Chrome

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

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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

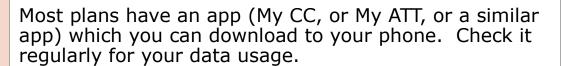
	Gary Frantz
	(215) 674-8781
(10 am-4 pm only)	(10 am-4 pm only)

Manage Smartphone Data Usage

Ouch! You received a hefty charge for going over your data plan allowance. Here's one way to avoid that in the future:

When Wi-Fi is available—

- 1. Tap **Settings**.
- 2. Tap **Connections**.
- 3. Tap **Data usage**.
- 4. Slide the **Mobile Data** button to off.*



*All phones, Android and iPhones, are different. You may have to search for the Mobile Data option.

The Useful F3 Key

····· In Windows Explorer and on the Internet, starts the **search** function.

····· In MS Outlook, Windows key+F3 opens the **Advanced find window.**

····· In Microsoft Word, Shift+F3 changes the highlighted text from **upper to lowercase** or a **capital letter** at the beginning of every word.

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



Clear Your Print Queue With a Batch File

Does your printer sometimes suffer from a "stuck print queue"? Do you get requests for help from someone whose printer has a stuck print queue? There is a series of ordinary commands you can use to solve this problem, but it's easier to run a batch file to do it for you. Here's how to clear a stuck print queue:

- 1. Open Notepad.
- 2. Type the text below (exactly). net stop spooler del /Q %systemroot%\system32\spool*.* net start spooler.
- 3. Save the file as **clearq.cmd** in a folder of your choice¹.
- 4. Right click the file, and click **Run as administrator**.
- 5. The terminal screen opens, processes the command, and closes.

Your print queue is unstuck.

¹I saved mine to my flash drive so that I can carry it with me.—Ed.

Enable Voice Dial for Siri

Siri's voice commands let you cut down on physical interactions with the phone, which is a great way to simplify an iPhone for the elderly. Enabling **Voice Dial** grants Siri the ability to make calls from lock screen. Here's how to enable it:

- 1. Go to **Settings**.
- 2. Select **Face ID & Passcode** or **Touch ID & Passcode**, depending on your device.
- 3. Confirm your current passcode to continue.
- 4. Select **Voice Dial** from the list to toggle it on.
- 5. You can now tell Siri to call a contact or phone number from the lock screen.

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Strikethrough Excel Text on Your PC With Keyboard Shortcut

You use Excel to keep a ToDo list on your desktop. You want to check off what you've done, but you don't want to delete cell contents.

Strikethrough is one solution.

- 1. Select your cell(s).
- 2. Press Ctrl+5 (Windows).
- 3. Press Command+Shirt+X (Mac).

A strikethrough has been applied to the data in your cells.

Adjust **Word** Text Size on Your PC and Apple With Keyboard Shortcuts

WANT TO INCREASE THE SIZE OF YOUR TEXT QUICKLY? Highlight the text and press **Ctrl+].** Every time you press **Ctrl+]** the point size of the selection will **increase** by one point. (Cmd + plus sign on Apple device)

WANT TO DECREASE THE SIZE OF YOUR TEXT QUICKLY? Highlight the text and press **Ctrl+[.** Every time you press **Ctrl+[** the point size of the selection will **decrease** by one point. (Cmd + minus sign on Apple device)

If you want more precise control over the point size (for instance, making something 11.5 points), you must use the Font dialog box; just press **Ctrl+D**. (PC only)

A resident asks: "I use Gmail. My daughter sent me an email with a picture attachment of my new grandson. How do I forward that email with the picture to some of my friends?"

Answer: It's really very simple.

- 1. Scroll down to the bottom of the screen.
- 2. You'll see three options: Reply, Reply All, and Forward.
- 3. Click on Forward.
- 4. Enter the address of your recipient(s). (Best email practice is to delete all identifying information directly belowForwarded Message.....)
- 5. Click **Send**.

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)