

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 1
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 pop-ups.

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

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

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

Most plans have an app (My CC, or My ATT, or a similar app) which you can download to your phone. Check it regularly for your data usage.

**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/

GEEK CORNER



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.

¹*I 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.

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

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+Shift+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 below**Forwarded Message.....**)
5. Click **Send**.