

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME IV ISSUE 3

MARCH 2023

UPCOMING EVENTS

A Two-Part Presentation

The History of the Resident Website—acresidents.org

and

*iPads and iPhones:
Tips, Do's, and Don'ts*

Bob Klimek

9:30, March 2

LPT-08

*A Trip Through The Dark
Web*

Vince Pisacane

9:30, April 6

LPT-08

.doc vs .docx: What's the Difference?

THE LATEST MICROSOFT OFFICE APPS NOW USE THE "X" EXTENSION ON ALL THEIR FILES. For example, **demo.doc** is now **demo.docx**. The same holds true for Excel, PowerPoint, and all other Office applications. *However, existing documents were not changed.* If you open a Word document, or any other Office document, that does not have the "x" extension, it will stay in that format unless you specifically save it as a .docx file.

Nevertheless, you should use the new file extension. Why? The upgraded file extension will be able to make use of new features and functionality in newer versions of the app. **Just as important, these files are compressed and will take up less space on your hard drive.**



Install Apps on Your Android Phone From Your Computer

YOU CAN INSTALL APPS ON YOUR ANDROID PHONE *WITHOUT HAVING YOUR PHONE IN YOUR HAND* as long as you're signed into the same Google account the phone uses. Here's how:

1. Open the **Google Play Store** in your browser.
2. Find whichever app you want to install on your phone.
3. Click **Install**.
4. (If you have multiple Android devices under your account, you'll see them listed.)
5. Click on the **device(s)**.
6. Enter your Google (Gmail) password.
7. Click **Install** again.
8. Give it a few minutes to download and install.

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



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

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

Vince Pisacane
Member at Large

Bob Klimek (215) 675 1963	Vince Pisacane (215) 323 4628 (10 am-4 pm only)	
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Delete Your Gmail Account

HAVE YOU DECIDED TO STOP USING **GMAIL**? You want to keep your **Google account** because of all it offers, but you've decided to start using Thunderbird or Outlook or one of the other free email packages. Here's how to delete your **Gmail Account**:

1. Open Gmail.
2. Click on the first letter of your first name in the circle in the upper right.
3. Click **Manage your Google Account**.
4. Click **Data & Privacy** on the left.
5. Scroll down to **Data from apps and services you use**.
6. Under **Download or delete your data**, click **Delete a Google service**.
7. Enter your password.
8. Click the **trash can** button next to **Gmail**.
9. Enter an existing email address you want to sign in to Google services with and click **Send verification email**. You cannot use another Gmail address.
10. Open the email from Google and click on the link to delete your account.
11. When prompted, select: **Yes, I want to delete my Gmail account**.
12. Click **Delete Gmail** followed by **Done**.
13. That's it!

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

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Slow Internet Speed?

There can be many reasons for a slow Internet, whether you're using an ethernet connection or WiFi. Check out this link to get started on solving your problem:

<https://www.howtogeek.com/426515/>

ListenOnRepeat

WANT TO LISTEN TO THE SAME song over and over or watch the same video over and over? You can make that happen by replacing the text **youtube** in any YouTube link with **listenonrepeat**. So, instead of <https://www.youtube.com/watch?v=V4GpiRI7TM4> it's <http://listenonrepeat.com/watch?v=V4GpiRI7TM4>

How do you make that work? Simple.

1. Find the song or video you want to play repeatedly.
2. Copy the URL.
3. Paste the URL into a text editor (Word, WordPad, etc.)
4. Replace the text **youtube** with **listenonrepeat**.
5. Ctrl-Click the link; be patient!
6. When the video appears, click the start arrow.
7. The video will play until you stop it or close YouTube.



YOUR ONEDRIVE FILES ARE AT RISK!

Do you use OneDrive? If so, you probably open the OneDrive folder on your computer from the icon in your notification area. Any files you save to that folder are automatically synced to your online OneDrive folder. **All those files are at risk from hackers!** If someone hacks into your online OneDrive and deletes files, they will also be deleted from your computer folder. Gone! *Forever!* Remember, two copies of a file are not enough. You need a third copy. **SAVE THOSE ONEDRIVE FILES TO AN EXTERNAL DRIVE!**

Get this newsletter delivered to your inbox each month. Email your request to gfs314@verizon.net.

iPhone Storage

Want to find out how much storage your iPhone has? Here's how:

1. Tap the **Settings** icon, then tap **General**.
2. In **General**, tap **About**.
3. In **About**, scroll down to **Capacity**.

Want to find out what is taking up your iPhone storage space? Here's how:

1. Tap the **Settings** icon.
2. In **Settings**, tap **General**.
3. Scroll down and tap **iPhone Storage**.
4. Tapping this option will show you a breakdown of file categories and what media you're storing on your iPhone.

Pay no attention to **Other** or **System Data**.

Curved Text And Word Art in PowerPoint

Do you use PowerPoint? Would you like **one** of your slides to make a real impact? *Curve your text! Use Word Art!* Here's one way to do it:

1. Click **Insert**.
2. Click **Word Art**.
3. Click a style letter.
4. Type your text in the box.
5. Click **text effects**.
6. Click **transform**.
7. Click the curve you want.
8. Adjust the text box as needed.



A Musical Medley

The Snipping Tool is so useful when you want to copy or print a piece of a document or website. Use the keyboard shortcut below to launch it quickly!

Windows Key + Shift + S

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)