

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME VII ISSUE 4

APRIL 2025

UPCOMING EVENTS

***Tips & Tricks:
A Grab Bag
of Surprises***
Gary Frantz
April 3, 9:30 a.m.
LPT-08

***Easter Eggs:
What are they
and where to
find them***
Bert Holmes
May 1, 9:30 a.m.
LPT-08

***Use Quicken to
Manage Your
Finances:
Budgeting, In-
come, and Ex-
penditures.***
Mike Sultanik
June 5, 9:30 a.m.
LPT-08

Restore Files Using File History

OK, you've backed up your files (See last month's newsletter). Now you find that one of the files **on your computer** is **corrupted**. How does File History help you?

1. Click **Start**.
2. Type **File History** and hit **Enter**.
3. Click **Restore Personal Files**.
4. This automatically opens **File History** on your **external drive**.
5. Browse through the folders to find a copy of the file you want to restore.
6. Click on the file to open it.
7. Check to see if it is an **uncorrupted** copy. If it isn't, go to the preceding copy(ies) until you find an **uncorrupted** copy.
8. Scroll down to the bottom and click on the **circular arrow** to restore that file to its original location **on the computer**.
9. The **corrupted file on your computer** has now been replaced by the **uncorrupted file on your external hard drive**.

That's it!

Want another set of directions for restoring files? Copy the link below and enter it into the address bar of your browser.

www.youtube.com/watch?v=Hv4WvHxVUdg&t=47

Next month: File History on Windows 10.

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

Members at Large :

Elaine Craft

Paul Greenwald

Ellen Newman

Vince Pisacane

Marv Pollack

Make Lines/Paragraphs Appear One at a Time in PowerPoint

1. Select the text box containing the lines/paragraphs you want to appear one at a time.
2. Click on the **Animations** tab in the ribbon.
3. Click on the animation of your choice.
4. Click the down arrow next to **Effect Options**.
5. Select **By paragraph**.
6. To preview, click **Slide Show** on the **Ribbon**.
7. Click **From current slide** to test your selection.
8. Click the number of times necessary to display each of your lines/paragraphs.
9. If it works for you, **Save**. If not, start over.

That's it!

Microsoft Office vs Microsoft 365 What's the Difference?

Microsoft Office is a one-time purchase. It includes **fixed versions** of Word, Excel, and PowerPoint, but, depending on the version of Office that is purchased, it may not include Publisher. It does not include OneDrive or Copilot.

Microsoft 365 is a subscription service, paid either monthly or yearly. It includes **continuous updates (versions)** of all Office applications as well as Publisher, OneDrive, and Copilot.

View back issues of the Newsletter at acresidents.org. Click on Activity Index. Click on AC3 Computer Club. Scroll down.

GEEK CORNER



How to Adjust the Size of the Recycle Bin (See Geek Corner, March 2025 Newsletter)

You want to increase¹ the size of your Recycle Bin? It's easy. Here's how:

1. Right-click the **Recycle Bin** icon on the **desktop**.
2. Click **Properties**.
3. Select the **drive** for which you want to change the **Recycle Bin** size.
4. Choose **Custom Size** option (if not already selected).
5. Enter the new size in **MB** in the **Maximum Size (MB)**: field.
6. Click **Apply>OK**.

That's it.

¹You can also **decrease** the size by entering a lower number.

Select Your YouTube Video Starting Point

After watching a **YouTube** video for a while, you see something really interesting that you want to share with some friends. You don't want to waste their time by making them play the entire video until they get to that point. There's a way to send them a link that will start the video at the point you choose. Here's how:

1. Start the video
2. Click to pause the video at the point you want it to start
3. Right-click and select **Copy video URL at current time**
4. Open your mail or other social media
5. Click anywhere in the body, hold down the Control Key, and tap the V key.

That's it!

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

Run CHKDSK Without Using the Terminal Window*

This newsletter has published several articles that advise you run CHKDSK occasionally to find and repair any errors on your drives (November 2019; August 2021; February 2024). Those articles have provided directions for running the **CHKDSK /r** command from the **Terminal Window**. Some users are not comfortable using the **Terminal Window**. There's another way to run **CHKDSK** that doesn't involve the **Terminal Window**. Here's how:

1. Click on **File Explorer** or, if you have the icon on your desktop, **This PC**.
2. Right-click on the drive you want to check.
3. Click **Properties**.
4. Click **Tools**.
5. Click **Check** under **Error Checking**.
6. If you get a prompt telling you that the drive doesn't need checking, you can back out or you can check anyway.

That's it!

*Be advised that using this method will **identify** problems only. It will not fix them.

Some Useful Gmail Keyboard Shortcuts

You can eliminate some precise mouse clicks by using keyboard shortcuts. Here are a few of the more useful ones when you're in Compose mode:

1. Ctrl + Shift + C: Add Cc recipients
2. Ctrl + Shift + B: Add Bcc recipients
3. Ctrl + Shift + 7: Numbered list
4. Ctrl + Shift + 8: Bulleted list
5. Ctrl + Shift + +: Increase font size
6. Ctrl + Shift + -: Decrease font size
7. Ctrl + K: Insert a Link
8. And one of the best: To begin writing an email, simply tap **C** to Compose.