

Thursday, November 18, 2021

# **SHORTCUTS and HINTS**

For cellphones, tablets, laptops, camera, etc.



**“Tech support says the problem is located  
somewhere between the keyboard and my chair.”**

# You can ask questions during this presentation...

- Usually attendees mute during our Tech Talk meeting on Zoom, but if you have a question or need more time to see if something works on your device, you can temporarily unmute by holding down the space bar. When you stop holding the space bar, it automatically goes back to mute.

# CELLPHONES

- When texting, complete each sentence by tapping the Space key twice. That will create a period, add a space and automatically capitalize the next word you type.
- Want more emphasis at the end of the sentence? Leave your finger on the 1 2 3 button and drag it onto the punctuation mark you want. Your phone will put it in and flip back to the alphabet key.

# Cellphones, texting continued

- You want to meet Jose at a cafe for a Pina Colada. To put in the accent marks, hold down the “o” letter in Jose, the “e” letter in cafe and the “n” letter in Pina Colada. Various forms for the letter will appear and then slide your finger to the one you want. When you release, it will show up in your text message with the correct accent mark. José will be so impressed and will be glad to meet you at the café for a Piña Colada.

# Cellphones – Charging your phone faster

- Want to charge your phone faster? Put your phone into Airplane Mode. It will charge nearly twice as quickly since the phone won't be spending time and battery power looking for incoming signals, emails, etc.
- On iPhones, open the Control Center (swipe up) look for the plane icon. On Android, open Settings: then Wireless & Networks, tap More, turn on Airplane Mode or Tap on Network & Internet and then on Airplane mode.

# Make your cellphone battery last longer

- The screen uses a lot of power so turn it down to turn your battery life up. On the iPhone, go to the Control Center and look for the top slider that controls the screen brightness. On an Android, open Setting. Tap Display, then Brightness level for slider to control the screen's brightness.

# Make your cellphone battery last longer

## Why are iPhone chargers not called Apple Juice?

- In a place with no cell service, put your phone into Airplane Mode as otherwise it keeps searching and searching for a signal which uses up your battery for no purpose.



# Cellphones - miscellaneous

- Don't be red faced. Learn to stop the ringing instantly.
- Press any single button on the top or the side of your phone.

# Cellphones – miscellaneous continued

- **Secret “re-call” button.** On the dialing pad, tap the Call button. The most recently dialed number will show up in the typing box. Now tap Call again to place the call.

# Cellphones – miscellaneous continued

- iPhone users, save time when doing quick math. Using the built-in calculator app, simply swipe right to delete the last number you entered.

# CELLPHONE CAMERAS

- Tired of searching for the button to take a picture or explain where to push the button to that stranger who agreed to take your picture?
- If you have an Android phone, go to your camera settings and look for “Tap anywhere to capture.” Then by tapping anywhere on the screen, you’ll get your photo.
- For iPhone, Google “iPhone double tap back” and read.

# Cellphone cameras continued

- Cell phone cameras are very sensitive so a flash basically isn't needed to take a picture. The flash only provides light for about eight feet so is useless at the rock concert where your seat is in the rafters.
- To turn off the auto flash, look for the lightning bolt symbol and tap it to turn it off.

# Cellphone cameras continued

- You want to use the flash in bright sunlight when taking a picture of a person. Without a flash it can be a shadowy portrait since the camera reads plenty of sunlight. So turn the flash on (not auto flash) and it will brighten the person's face.
- Try to take pictures in open shade like under a tree, but if you're in a situation with the sun at the person's back, use the flash.

# TABLETS

- To have an on-screen thumb keyboard on an iPad: Put your thumbs on the keyboard and pull them apart. The keyboard splits in half which gives you a split keyboard whose keys are all thumb-reachable.
- To restore to the original keyboard, just push inward on both halves simultaneously.

# Tablets continued

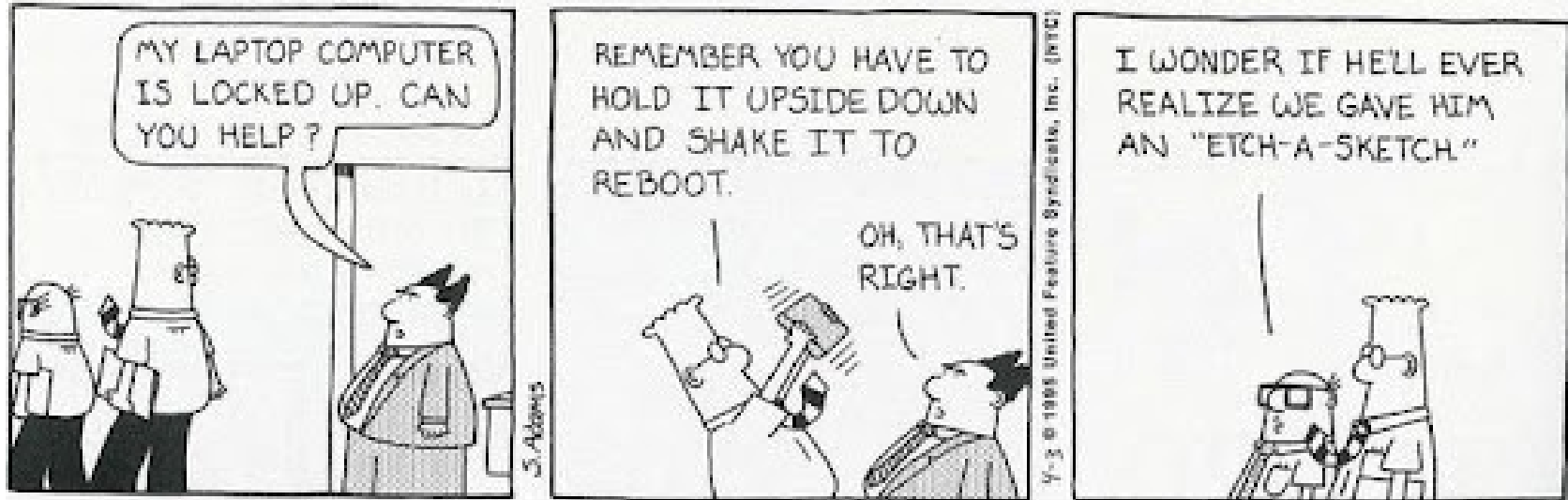
- Your tablet automatically rotates so that the bottom is always the bottom, but you don't want it to do that because you're in bed laying on your side and want to read the screen sideways.
- For an iPad, swipe upward from the bottom of the screen to reveal the Control Center. Tap the Rotation Lock button. (If you see a Mute button instead, use it.) For an Android tablet, open Settings, tap Display, and turn off the Auto-Rotate checkbox.



# READ KINDLE BOOKS WITHOUT A KINDLE

- There's a free Kindle app for every kind of phone, tablet, and computer: iPhone, Android, Mac, Windows, and so on. You can read Kindle books on the Web wherever you happen to be. Just go to [read.amazon.com](http://read.amazon.com).
- And this applies to Barnes & Noble's e-books as well. You don't have to buy a Nook e-book reader. You can read them on the Web, on your phone, or on your tablet.

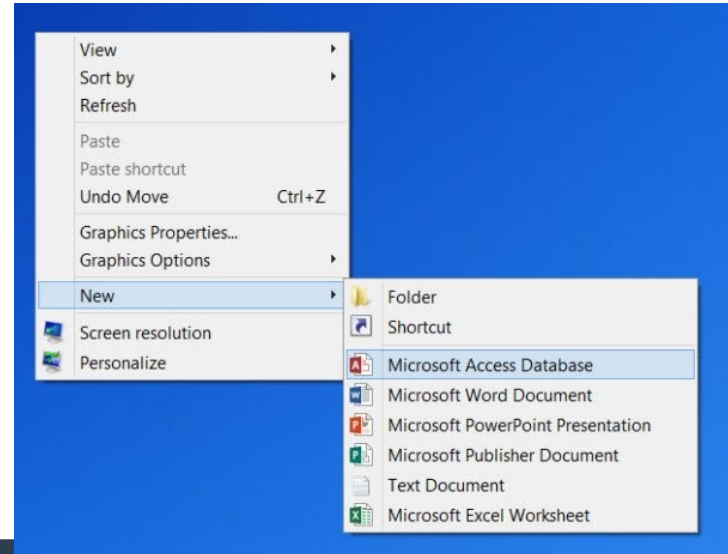
# LAPTOPS AND COMPUTERS



# RIGHT CLICK

If you aren't used to it, try right click more often

- By right-clicking, you can bring up thousands of short cut menus. Sometimes the thing you want to do is available only in a shortcut menu.



# Right Click Continued

- **Mouse with Windows:** click the right mouse button.
- **Laptop:** trackpad has two areas on it – one for regular clicking and the other one for right-clicking.


# Right Click Continued

- Mac with a trackpad: try clicking with two fingers to right click. If you have an Apple mouse, some appear to have only one button, but it has a secret right-click mouse button that you need to “ask for.” Open the settings menu and choose System Preferences. Click Mouse. Turn on Secondary click. [If you are a leftie, use the pop-up menu to specify that the left button is the “right-click.”]

# Right Click Continued

- For lefties who have Windows, open settings, click on mouse, additional mouse settings, and buttons. Click on primary and secondary buttons to switch so that left button is the “right-click.”

# The universal “oops” key

- If you’ve pasted the wrong thing or you’ve deleted something accidentally, use the Undo keystroke. That will take back the last thing you did.
- On Windows, it is Control+Z
- On the Mac, it is the Command Key  [Apple clover symbol]-Z.

# The universal “Yes” and “No” keys

- Pressing Enter is saying “yes” and is the same thing as clicking the most prominent button in any message on the screen, like OK, Save, Print or Search. You always know which button that is as it has a special border or color.
- Pressing Esc is saying “no” and is the same thing as clicking on the Cancel button. It also will make a full-screen YouTube video shrink back down to regular size.



# NEXT MEETING - 1/20/22@2

- Whoever said that the definition of insanity is doing the same thing over and over again and expecting different results has obviously never had to reboot a computer.
- Our next meeting will be Wednesday, January 20, 2022 at 2:00 PM on Zoom, and we will...

# Next Meeting continued

- Cover more tips and shortcuts on:
- using your computer;
- what not to do;
- web browsers;
- free services online that might be useful to you (or not);
- and whatever else I can dig up.