

TIPS AND SHORTCUTS

Part Dos



Passwords

It's the beginning of a new year and that is a very good time to change all your passwords.

Don't use "beef stew" as a computer password. It's not stroganoff.

Amusing Password Logic:

During a recent password audit, it was found that a blonde was using the following password:

“MickeyMinniePlutoHueyLouieDeweyDonaldGoofyParis”

When asked why she had such a long password, she said she was told that it had to be at least 8 characters long and include at least one capital.

Passwords, cont.

- For some good information on passwords, check the Tech Talk page on our club's website.
- There is a pdf file called "Cloud Storage and Safe Passwords" and it's well worth reading. We will take a brief look at this later.

Passwords, cont.

- That file provides a website address to check to see how secure your current passwords are (the link listed in the file will forward you to the current website address), and
- The file gives information on how to create a “core” password which will allow you to easily remember every single one of your passwords. That way you don’t have to keep looking up passwords.



Keyboard items

Keyboard

- To highlight a lot of text in a word document, email or web page, double click the first word or click in front of it. Then scroll down to the last word and press Shift and click the last word you want to select. Everything in between is now highlighted. Easy way to copy recipes off of a website. Sometimes you can't do this on a phone or a tablet.

Keyboard

- If there's a wheel on your mouse, use it. To magnify or shrink the page, press the Ctrl key as you turn the wheel.
- Middle click: Click down on the wheel like a button. A middle click is especially useful in Web browsers as you can middle-click a link to open in a new tab and then middle-click to close it.
- Turbo navigation mode: Press down on the wheel and a unique double-arrow icon appears on the screen. At this point, you can whip through a long document by moving the mouse forward or back. The farther you move from the icon, the faster you scroll.

Keyboard

- Check all your F'ing keys. And check them alone and with Ctrl and in different programs
- F7 brings up spell check; Ctrl+F7 brings up the thesaurus
- Use Fn key (may be color coded) and F11 to turn down the brightness of your screen. Then turn it back up with Fn F12. You can make the screen much easier on your eyes this way.

Keyboard

- To force quit that *&\$)&^! program that won't close.
- On Mac, click on the Apple icon in the top-left corner and look for a choice that says "Force Quit" or press Option-Ctrl-Esc all at once. Force quit applications will pop up and then you can click on the program that's frozen and click Force Quit.
- On Windows press Ctrl+Shift+Esc and it will bring up Task Manager box. Highlight the problem file and click on End Task. Earlier versions it was Ctrl+Shift+Del.

Keyboard

Some basic keystrokes worth learning:

- Ctrl+s – save (do this frequently even if your system saves every few minutes)
- Ctrl+f – find (some words or numbers in the document)
- Ctrl+z – we know this one; it's the universal oops key
- Ctrl+y – redo (the change you just undid)

On the Mac, press the logo key in place of Ctrl.

Keyboard

- An old method is using Alt and the numeric keyboard:
 - á: Alt+160 - Á: Alt+181
 - é: Alt+130 - É: Alt+144
 - í: Alt+161 - Í: Alt+214
 - ó: Alt+162 - Ó: Alt+224
 - ú: Alt+163 - Ú: Alt+233
 - ü: Alt+129 - Ü: Alt+154
 - ñ: Alt+164 - Ñ: Alt+165



Miscellaneous

Miscellaneous

- Want to quote back or else forward just an excerpt from an email?
- Drag through the text in question before you click Reply. Now when you click Reply, your email program “quotes back” only that portion of the original note.

Miscellaneous

- With Windows operating system, you may have a system restore feature which can restore your system back to a day when it was working correctly.
- Go to the Control Panel, Settings, search for “restore” to receive all options, select Create a restore point, System restore, and follow the restore wizard popup instructions.
- If you’re scared to try that, go to YouTube and search for “how to use windows system restore feature” and watch a few videos to get your confidence to restore your Windows operating system.

Miscellaneous

Phone as a magnifying glass

- iPhone – Settings to Accessibility. Tap magnifier and turn it on. App will be added to phone's screen. Open it and aim camera lens at item. Move slider right to zoom in.
- Android – Settings to Accessibility. Tap Magnification & turn on switch. Small person will appear in lower right screen. Aim camera at item & touch person icon. Use thumb and forefinger on screen to spread apart and zoom in.



**Searching
on the
Internet**

Still searching...

A faster way to get to the address bar on your web browsers:

- In windows, press Alt+D
- Mac: Press Command-L
- Now all the text in the address bar is highlighted so just start typing what you want to see next.

Searching on the Internet

- Put quotation marks around the keywords to cut clutter.
- On a particular website, type your keywords plus “site:” followed by the URL (Uniform Resource Locator).

Still searching...

- Use a minus sign before a keyword to avoid some results. This helps to filter out a news story that's dominating the headlines.
- Use “or” to add parameters. To narrow the time frame of your results, use “before:” and “after:” followed by specific dates.
- An asterisk (“*”) is a wild card that replaces a single word if, say, the name of some famous person is on the tip of your tongue.

Still searching...

- We know about phishing emails that seem to be from your bank or some big company, and we know not to click on the link within such emails.
- But maybe you have one that just might be legitimate. On most email systems, you can double check by pointing to the link (**but don't click it!**). If you see that the link doesn't match the underlying Web address shown in the email, then you know it's not legit.

Still searching...

- No one can just shove a virus onto your PC. You have to help them and they trap you with honeypots. So beware of those offering free or illegal access to anything.
- Honeypots are ads on the web or in an email that offer deals too good to be true. Avoid them.
- Another area, which us old ladies have to be wary of, are porn sites. I'm not saying stay off those sites, just think of them as honeypots, literally and figuratively.

Still searching...

- If you suddenly have a “virus found” pop up when you’re on a website,

don’t panic.

- Don’t click on anything in that pop up menu except for the big “X” in the upper right hand corner to simply close the window which tells them to go take a flying leap.

Still searching...

- Some website logos (usually found in the upper left corner) is actually a button. You can click it to return to the site's home page.
- You're reading an article online and you need to scroll down over and over again. Instead of using the mouse and scroll bar on the right side of the window, just scroll down by tapping the Space bar. Want to double check on something you just read before scrolling down again? Then press the Shift key, tap the Space bar and it makes the page scroll back up again.

Still searching...

- Want a privacy mode while searching for a gift for your spouse who uses the same computer? Then use the Privacy mode and each web browser offers one.
- In Safari, choose Private Browsing or New Private Window from the Safari menu. In Chrome, from the file menu, choose New Incognito Window. In Firefox, from the Tools menu, select Private Browsing.
- Privacy vs. non-tracking [DuckDuckGo]
- Don't want airlines see you checking prices of flights? Incognito may not help. Try Google Travel instead.

Still searching...

- Need tech support? Look up the problem on a browser. Type in what you want, i.e., “how do I change ink cartridge in Canon Pixma.”
- In some instances, put in “solved” so only those discussions where the question was actually answered appears. For example, “Apple TV can’t connect to iPad solved.”



YOU TUBE
STUFF

YouTube Stuff

- If you are having trouble using a feature on any of your computer technology stuff, try YouTube.
- Often, you get to watch a video of someone else using that feature and you will figure out what you need to do.

YouTube Stuff

- In fact, if you have to fix anything, go to YouTube to see if there is a video to help you.
- I repaired my dryer once by watching a couple of videos on YouTube which saved me paying for a service call.

YouTube Stuff

- Did you purchase something that needs to be assembled and you're not sure what the directions are telling you?
- Head to YouTube as someone will have posted a video showing how to do it and what problems they ran into. I did this for my new sit/stand desk and alleviated a headache over one part when the video warned me of a potential problem.

YouTube Stuff

- You have the video you want to see but someone's at your door. Press Space bar to pause. To undo pause, press Space bar again.
- Want to find a YouTube video quicker? In the YouTube search box, type in "allintitle" and then what you are looking for.



Texting Dictionary

Texting Dictionary

Non-teenagers guide to texting:

?	I don't understand
.02	That's my two cents' worth
2moro	Tomorrow
<3	I love you (it's a heart sideways)

Texting Dictionary

brb	Be right back
btw	By the way
cya	See you!
ftw	For the win or [F*%@] the world
fwiw	For what its' worth
gtg	Got to go

Texting Dictionary

idk	I don't know
iirc	If I recall correctly
imho	In my humble opinion
irl	In real life
jk	Just kidding
kk, Ok, K	Okay
lmao	Laughing my ass off
lol	Laughing out loud (not lots of love)

Texting Dictionary

meh	I feel so-so about that
noob	Newbie (beginner)
noyb	None of your business
np	No problem
nvm	Never mind
omg	Oh my God
otoh	On the other hand

Texting Dictionary

rofl	Rolling on the floor laughing
rtfm	Read the [freaking] manual
smh	Shaking my head
sup	What's up?
tia	Thanks in advance
tq	Thank you
ttyl	Talk to you later
uok	You okay?

Texting Dictionary

wfm	Works for me
wrt	With regards to
wtf	What the [heck]!?
wtg	Way to go!
wth	What the hell
ymmd	You made my day



Free Stuff

Free Stuff

- There is/was an FAA site that provided a flight's terminal, gate, and actual arrival time and showed where the flight was in real time and was more accurate than any airlines info. It appears the FAA is closing this down as of the end of January but there are a number of other sites. Search real time flight information.

Free Stuff

GasBuddy.com – information is provided by millions of people in real time.

This is best as a phone app since you'll be driving around trying to find a place with the cheapest price or you're driving long distances and hope to stay economical in your travels.

Free Stuff

Free clipart – just search for “free clipart.”



Free Stuff

- Fun Free Stuff





**No February
Meeting - CU
in March!**

Thank you!

