

November Newsletter 2015



Another month has flown by, and we all have noticed the big changes that are coming in the weather. It's a good time to get reacquainted with your PC or Mac's needs and give it some tender loving care! Now that the windows are closed and the heating systems are being turned on, dust and pet hair will start to blow around and your computers hate that! Get the canned air out and clean the fans, USB ports and the optical drives but make sure the machine is off and keep the canned air away from laptop screens. Also make sure that they can "breathe" in your computer desk.

Overheating of a tower that has been blocked with dust or pet hair can cause a fire. The thanks that you'll get in return is a computer that works better and will last longer. 😊 This is your homework assignment for this month!



SPAMMED! *I've been hearing from a lot of people about this problem in the past few weeks. Why do you get spam? I'll give you a few examples of where it's coming from.*

- *That “**unsubscribe**” link in your email might just be the reason. If you know of a company like Macy's, Walmart, Staples, etc then you can unsubscribe and put in your email address and request to be taken off their mailing list. Don't know the company? Then don't unsubscribe! They're fishing to see if you're a real person and once you try to unsubscribe and send them your email address....they've got you! Not only that, they'll sell your email address to other companies. Remember about Bot's that we had for our computer*

term last month? That's how you're getting a lot of this stuff. 😞

- *You could have done business with a company that was breached. We hear about it all the time, how a company has had their information hacked. There are a few websites that can tell you if your address was part of a major breach, such as <https://HaveIBeenPwned.com>, <https://PwnedList.com> or <https://BreachAlarm.com> but smaller breaches won't appear on any of them.*
- *Maybe you posted something online that included your e-mail address. Spammers use e-mail harvesting bots to scan the Internet looking for valid e-mail addresses. If your address is posted on any website, whether it's personal or for the company you work for, it's in all kinds of spam lists. Any type of online activity (registering a domain, blogs, forums, social networks, etc.) that makes use of your e-mail address could potentially expose it.*
- *A really clever way spammers verify your address is by including a tracking image, which loads automatically for most users. As soon as your e-mail program loads the image, the spammers are notified by their tracking*

system and you're on the list (most e-mail programs have settings to block images until you say to download them).

So you can see it's not that simple to just get rid of spam. Purchasing a spam filter might be your best bet if you're overwhelmed with thousands of spam emails every day. The last resort is to change your email address and then be careful who you share it with!



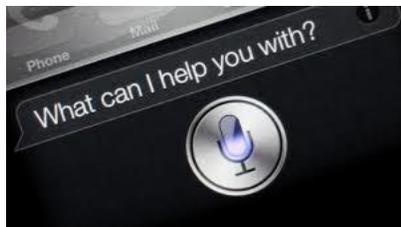
Are you using Microsoft Outlook 2013 and need a little help?

PC World puts out some good articles and this one might just give you the "tweaks" you need to make the software environment more user friendly for you.

<http://www.pcworld.com/article/2038282/10-tips-for-mastering-microsoft-outlook-2013.html>



*In the past 6 months I've had computers brought to me that have been experiencing problems with Windows Live Mail. Many of us remember Outlook Express and loved it, but Windows Live Mail is not the stable mail client that Outlook Express was. So what do you do? What if you don't want to pay for Microsoft's Outlook? Open Source software is very popular and falling in that category is **Thunderbird** by Mozilla. I've installed it on quite a few machines lately and I have to admit that I really like it. There's not a huge learning curve and can be setup to look a lot like Windows Live Mail. Check it out at <https://www.mozilla.org/en-US/thunderbird/>*



Everybody knows about Apple's Siri, but do you know just how many different things Siri can do? Well, let me enlighten you! Siri is already fantastic. She can read you

your emails, help you calculate a tip and other useful tricks, but she's got other fun tricks up her sleeve that you might not be aware of.

1. Play music

All you have to do is tell Siri the name of the iTunes Radio station, genre, song, artist or playlist you want to hear. You can say "play my party mix," "play The Beatles" or "play Surfin' USA." You can also tell Siri to play, pause or skip selections.

2. Tell me a joke ... or two

She's told us what she thought about "Her" and even had a few humorous words for her competitors. Simply ask Siri to tell you a few jokes and she will. You also might want to give her a riddle to solve, or ask her the meaning of life. Her responses are quite amusing. Other fun requests to try:

Knock Knock

Testing ... 1-2-3

Who's on First?

How much wood could a woodchuck chuck if a woodchuck could chuck wood?

When will pigs fly?

Beam me up

Sing a song (you may have to ask her to do this one several times)

3. Flip a coin, roll the dice

Some of life's biggest decisions can be made with the flip of a coin or a roll of the dice. Let Siri roll the dice or flip the coin for you.

Simply say "flip a coin" or "roll the dice" and Siri will tell you if it's heads or tails, or what number is on each die.

4. What airplanes are above me?

Have you ever gone to pick up a friend or relative at the airport and wondered if that was their plane landing in front of you in the distance? Siri can tell you.

Ask Siri "What airplanes are above me?" and she will give you a list of planes flying overhead and a map to help you identify them.

5. Read me a bedtime story

Just ask her to read you a story. It might take a little convincing - you might have to ask her a few times - but Siri will tell you a story about her life. But don't expect much more after that - it's apparently the only story she knows.

Some other things that Siri can do is answer how many calories are in what you're eating, give you a better password, have her call you by a nickname, learn Morse code, read your most recent text message (and lets you dictate a response).

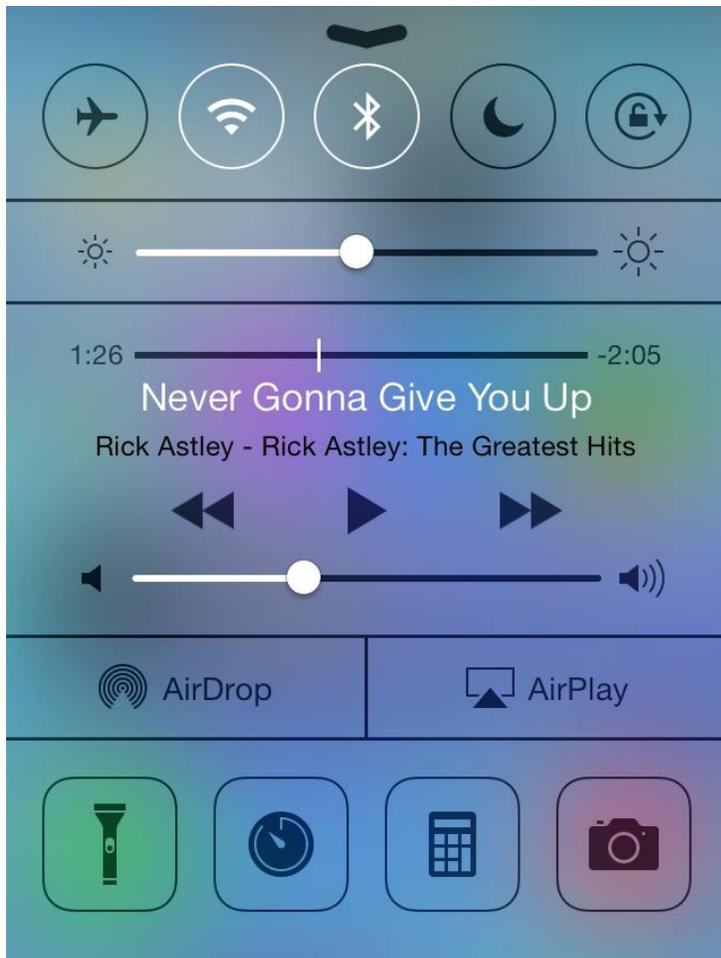


5 Apple tricks you've probably never heard of

Today's Apple tip will teach you a few of the best features that you may not know about yet. Some of them will make your day-to-day activities easier, while others are fun to know about and use.

Are you ready to master your Apple gadget?

1. Quick access screen

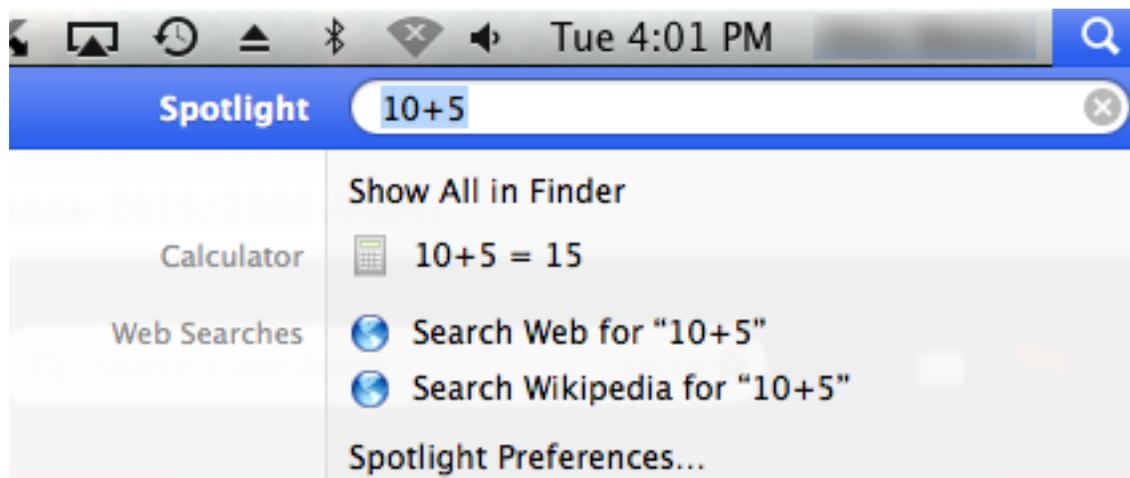


Quick! Snap a photo of that once-in-a-lifetime opportunity. Or light up the darkness with the flashlight app or whip out your calculator to split the dinner bill or figure the tip. All of these and more are instantly available from your iOS home screen without even logging in with your password or fingerprint. Just swipe up on your home screen and you'll see the above screen and its 13 functions.

Need your camera even faster for that unexpected sighting? Again on the home screen, just swipe up on the

camera icon in the lower right corner. The camera app is instantly available for your photo shoot.

Your Mac computer has a few tricks as well. Say you need a quick calculation. Sure you could load the calculator app and click away. But if you need a quick answer, however, then Apple has got you covered with far fewer keystrokes and clicks.



Click the magnifying glass on the upper-right hand side of your screen to bring up Spotlight search. Now type the math problem that you need solved. Spotlight will solve the problem without requiring you to open any apps.

Getting access to your computer's other apps is still a bit old school. You actually have to open the applications folder and double click on the desired program, However, as a shortcut for frequently used apps, just drag the icon from

the apps folder to the dock at bottom or side of screen, depending on where you put it.

2. Rich text, videos and animated GIFs in iOS notes

If you see a GIF that makes you laugh, then you can save it to your Notes app. iOS 8 brought support for GIFs, videos and rich text files in the Notes app.

Saving a GIF in the Notes app is easy. Simply tap and hold the image then copy it. Then jump over to the Notes app and tap where you want the image to go. Now tap-hold and paste the image as a GIF.

It's a great way to keep track of the best GIFs that you see while you're reading your favorite news and editorial sites. Your Notes app can also sync with all of your Apple gadgets with iCloud.

3. Secret volume level

If you think that your Mac computers lowest volume level is still a little too high, then you're not alone. That's because it's not actually your computer's quietest setting.

First, lower your computer's volume as far as it'll go. You should see a speaker with a slash through it. Now, press the mute button on your Mac keyboard.



See how none of the volume bars are filled, but the slash through the speaker is gone? That means that you've unlocked your computer's secret, quieter volume setting.

4. Disable notifications

Your iPad and iPhone's iOS 8 system and your Mac's OS X Yosemite are closely connected. So closely connected, in fact, that most of the notifications that you see on your phone will probably also pop up on your Mac computer.

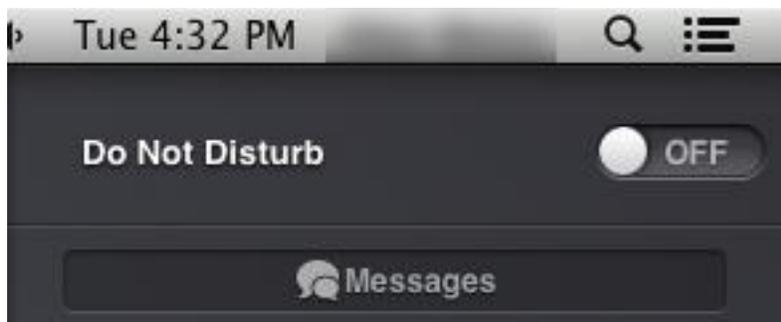
Not all of us are too keen on having all of our emails and business calls follow us everywhere that we go. That's why turning Do Not Disturb on can be such a lifesaver.

Do Not Disturb will silence all calls and notifications that would normally make the phone ring or vibrate. You can choose specific people to accept calls from, but Do Not Disturb silences all calls by default.

To turn on Do Not Disturb on your iOS device, tap the Settings icon. Find and tap the Do Not Disturb icon. You can manually enable Do Not Disturb, or schedule Do Not Disturb for specific times.

Note: When manually enabling Do Not Disturb mode, you'll see a moon icon appear on the upper-right hand side of your gadget. This is there to remind you that your gadget is silenced and not receiving calls.

You can enable Do Not Disturb on your Mac computer too.



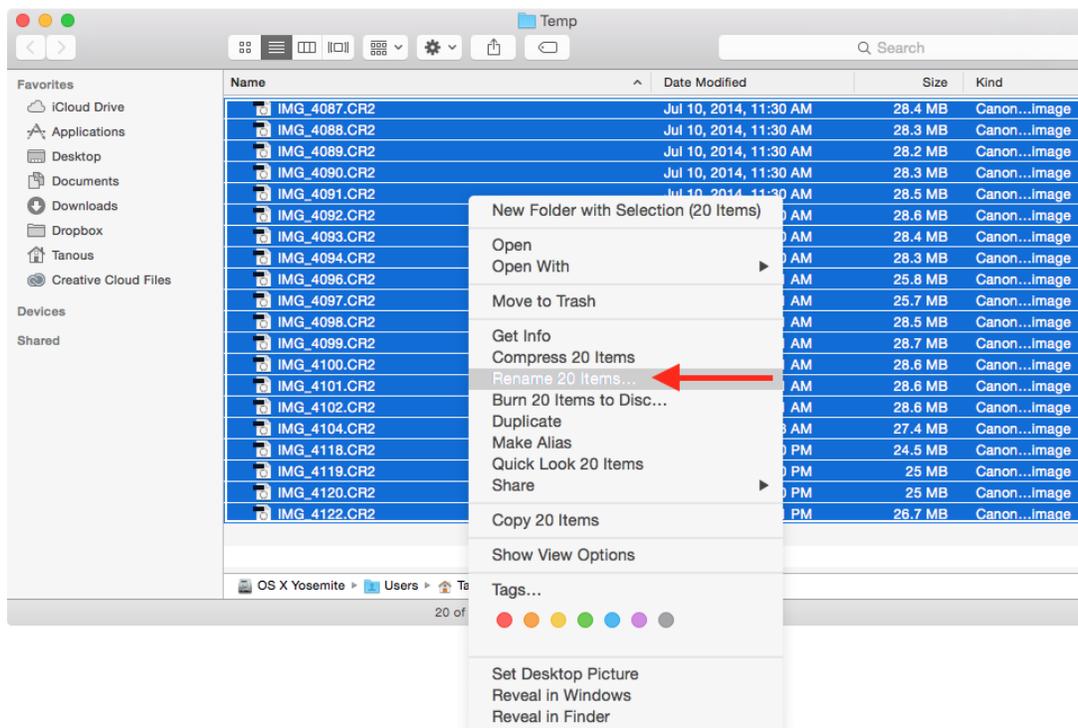
Click the Notifications menu (the list-shaped icon on the far-right of the above screenshot). Now either scroll up on your mouse wheel/touch pad or press the page up key.

You should see the Do Not Disturb option. Click it to enable or disable Do Not Disturb on your computer.

5. Batch Rename

OS X Yosemite came along with one of the most useful features that you might not have ever heard about with it. It allows you to rename files in batches, rather than having to rename them on a case-by-case basis.

Simply click-drag across the files that you want to rename, right click (or control-click) and then click the "Rename X items" option.



It's the perfect tool for organizing your family photos. When you get back from a vacation or event, copy over your photos to your Mac. Then rename the whole lot with the location or event name, and your Mac automatically adds incremental numbers to each file name. Trust me, that makes it so much easier to organize and later find photos from particular trips or events.



John sent me a website this week that I'm really excited about. It's on how to find all information about pictures uploaded in any website like Facebook and Instagram. It's called "Google's reverse – image search or TinEye" will help you to figure out where they were taken and in some cases if they're real or not. In Firefox you can install the add-on and it will show up in a right mouse click as an option to select when you want to check out a photo. TinEye is a little different. You can enter a URL to the image or upload the image on their website. It will search to see if it can find the

image and tell you where it came from. You can watch a short video on it here. It just goes to show you that you can't believe everything you see or read!

<http://www.americanpressinstitute.org/training-tools/prove-photo-fake/>



*Ah! Windows 10! This weekend I set up a new Windows 10 machine, and I still wonder why they think we'd like this better than Windows 7. Now the news is that Microsoft is going to try and push you to upgrade to 10. How do you think they'll do that? Isn't it bad enough that you have a popup that appears and tries to get you to reserve a copy? The Nag Screen, which is what they call it and is aptly named, pops up every time the computer starts. Trying to disable it is futile and now they want to include it in the **Windows Updates**. When they first do this it will be an optional update, then a recommended update and if you have automatic updates it will download it for installation.*

One thing you'll be able to do is disable the automatic updates, or when you're installing an update and they ask for permission with the EULA agreement to continue with the install you cancel it out. It's important to read these messages as they could be installing something you really don't want. Pretty sneaky, huh? Thanks Jerry for reminding me about.



If you have small children or grandchildren, you'll be interested in this website. First it tells you how many days till Christmas (which are 52!) and gives you a lot of activities to do, crafts ideas, recipes, and you can send a letter to Santa. www.northpole.com Maybe it's for the kid in all of us!



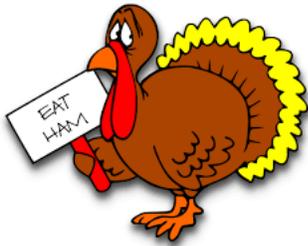
*My friend, Gene Silvano, reminded me this week about a great way to stop annoying phone calls. I had written about this over a year ago in my newsletter and recently it was mentioned in the Schenectady Gazette. **Nomorobo** will keep those telemarketers and robo calls at bay. Just go to their website to find out how to set it up with your phone company. www.nomorobo.com*



Computer Term of the Month!

Streaming - a method of transmitting or receiving data (especially video and audio material) over a computer network as a steady, continuous flow, allowing playback to proceed while subsequent data is being received.

Well, it's almost Thanksgiving and it's a time of being thankful for so many things.... family, friends, good health, being about to provide for our families, freedom, and the list goes on. I'm thankful for all of you who have not only been clients but have become friends and have supported me in writing this newsletter and the work that I do. I pray that your holiday is full of joy, hope, blessings beyond your dreams and an abundance of love. Have a Happy Thanksgiving!



Warm Regards,

Shirl

