

Tech Talk

ONE CLICK FIX

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Stop Typing - Start Dictating

Bet you didn't know that Google Documents & MS Word support dictation. Dictation is also known as speech-to-text, where we speak into a microphone and our computer converts that speech to written text. Google Docs is free and the dictate tool is enabled by opening a new document, selecting 'Tools' and enabling 'Voice Typing'. In MS Word, you will find the 'Dictate' tool in the top, right-hand corner of an opened document. All you need is a working microphone!

Do you know what an IoT device is? An IoT device is any common household item that is network connected. For example, if your fridge has a smart screen and displays the weather, it is an IoT device. Smart appliances, Smart TVs, Smart Speakers, Alexa's, Siri's, and Google Homes are all examples of IoT devices. Why do we care about IoT devices? Because they boast inherent security risks. Most IoT device traffic is unencrypted (because the hardware can't support encryption). This means that any messages sent by that device are sent in plaintext; anyone can read those messages. When you log into Netflix on a Smart TV, your password could be easily seen. What happens if that is the same password used for other systems, like your online bank account?

IoT devices can also 'silently listen', meaning that even when the device's speaker is muted, or the device itself is off, it can actually still hear, record, and transmit audio conversations. Want to make sure your IoT devices are secure? Give us a call!

Top 5 Password Manager Apps

1. NordPass: most secure
2. RoboForm: best for browser
3. 1Password: best for family use
4. Dashlane: best for sharing passwords
5. LastPass: most feature-rich option



Amy's Corner:

Keyboard Shortcuts Pt. 2

CTRL + ALT + arrow: Rotate

When using this keyboard shortcut, the 'arrow' refers to either the up, down, left, or right arrow. This shortcut will automatically rotate your Window's screen in the direction of the used arrow key!

ALT + TAB: Switch Window

Do you usually have a BUNCH of windows open? Me too. An easier way to switch between them is with this keyboard shortcut! Instead of having to find and click the desired window, hold the ALT key and click TAB to scroll.

Shift + Delete: Instant Delete

Have you ever had your computer ask you 'Are you sure you want to permanently delete this file?' Skip that with this shortcut. Use with caution though; these files can not be restored.

CTRL + ENTER: Send Email

If most of your day is spent going through emails, you'll find this shortcut useful. Instead of moving your hand to hit 'send', use CTRL + ENTER instead. (Gmail. Outlook is A:T + S)

CRTL + Scroll: Zoom

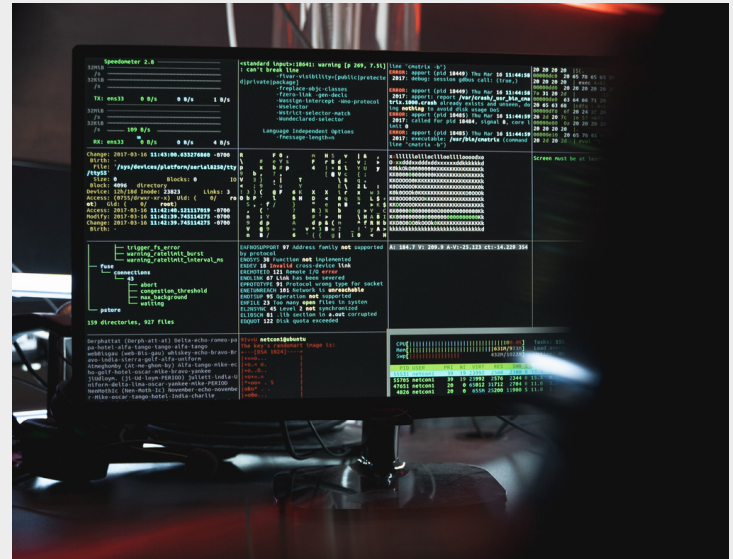
Font too small to read? No problem; use this shortcut to quickly & easily zoom in or zoom out. The scroll is your mouse wheel or touchpad scroll.



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