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Volume 10, Issue 10

October 2018

**Celebrating over
SIXTEEN YEARS
of Service and
Satisfied
Customers!**



“As a business owner, you don’t have time to waste on technical and operational issues.

**That’s where we shine!
Call us and put an end to your IT problems finally and forever!”**

**Fred Holzager,
IT Director
Holzsager Technology Services
and
Publisher of
*The Tech Insider***

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Snapple Real Fact # 286

The height of the Eiffel Tower varies by as much as 6 inches depending on the temperature.

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The Tech Insider



“Insightful Tips To Make Your Business Run Faster, Easier and Be More Profitable”

5 Cybersecurity Measures Anyone Can Master

Keeping your personal and professional information safe from cybercriminals is not easy. It takes constant vigilance and frequent training. There are dozens of simple tools and tips to help people with almost zero expertise stay safe online, but these five are our favorites.

1. Multi-Factor Authentication (MFA)

This tool earns the number one spot on our list because it can keep you safe even after a hacker has stolen one of your passwords. That’s because MFA requires more than one form of identification to grant access to an account.

The most common example is a temporary code that is sent to your mobile device. Only someone with both the password and access to your smartphone will be able to log in. Almost any online account provider offers this service, and some let you require additional types of verification, such as a fingerprint or facial scan.

2. Password Managers

Every online account linked to your name should have a unique password with at least 12

characters that doesn’t contain facts about you (avoid anniversary dates, pet names, etc.). Hackers have tools to guess thousands of passwords per second based on your personal details, and the first thing they do after cracking a password is to try it on other accounts.

Password manager apps create random strings of characters and let you save them in an encrypted list. You only need one complex password to log into the manager, and you’ll have easy access to all your credentials. No more memorizing long phrases, or reusing passwords!



3. Software Updates

Software developers and hackers are constantly searching for vulnerabilities that can be exploited. Sometimes, a developer will find one before hackers and release a proactive update to fix it. Other times, hackers find the vulnerability first and release malware to exploit it, forcing the developer to issue a reactive update as quickly as possible.

Either way, you must update all your

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“We Love Referrals” 2018 Offer

**Keeping with the spirit of helping others,
if you refer a business to us and they become our customer,
we will donate \$100 to your favorite charity.**

At Holzager Technology Services, we believe that referrals are the greatest form of flattery. By recommending your partners, associates, or professional contacts, you can help them enjoy worry-free IT and support a worthy cause of your choice!

**For more information, please see our website at
www.tech4now.com/we-love-referrals, contact us by phone at 201-797-5050
or email us at info@tech4now.com .**

Quotations

"Most folks are as happy as they make up their minds to be."

Abraham Lincoln

"To live is the rarest thing in the world. Most people just exist."

Oscar Wilde

"Never ruin an apology with an excuse."

Unknown

"When you think positive, good things happen."

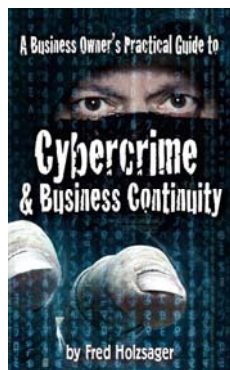
Mark Kemp

"Your life does not get better by chance, it gets better by change."

Jim Rohn

"The secret of change is to focus all of your energy not on fighting the old, but in building the new."

Socrates



If you would like to have us speak to your organization and give away some free copies to attendees, give us a call. For more details on the contents and how to get your own copy, please visit our special web page at www.tech4now.com/cybercrime

"We make all of your computer problems go away without the cost of a full-time I.T. staff"

Ask us about our fixed price services HTS Insight Hassle-Free Agreements— Computer Support at a flat monthly fee you can budget for just like rent!

5 Cybersecurity Measures Anyone Can Master

(Continued from page 1)

applications as often as possible. If you are too busy, check the software settings for an automatic update option. The inconvenience of updating when you aren't prepared to is nothing compared to the pain of a data breach.

4. Disable Flash Player

Adobe Flash Player is one of the most popular ways to stream media on the web, but it has such a poor security record that most experts recommend that users block the plugin on all their devices. Flash Player has been hacked thousands of times, and products from companies like Microsoft, Apple, and Google regularly display reminders to turn it off. Open your web browser's settings and look for the Plugins or Content Settings menu, then disable Adobe Flash Player.



5. HTTPS Everywhere

Just a few years ago, most websites used

unencrypted connections, which meant anything you typed into a form on that site would be sent in plain text and could be intercepted with little effort. HTTPS was created to facilitate safer connections, but many sites were slow to adopt it or didn't make it the default option.

HTTPS Everywhere is a browser extension that ensures you use an encrypted connection whenever possible and are alerted when one isn't

available on a page that requests sensitive information. It takes less than one minute and a few clicks to install it.

If you run a business with 10 or more employees, these simple tips won't be enough to keep you safe. You'll need a team of certified professionals that can install and manage several security solutions that work in unison. If you don't have access to that level of expertise, our team is available to help. Contact us today at (201) 797-5050 or www.tech4now.com to learn more.

Malware Threats for Android Phones

Smartphones are like palm-sized computers, and they deserve the same protection as desktops and laptops. While you don't need to install bulky security software to protect against cyberthreats, there are steps you can take to keep cybercriminals at bay.

Mobile Malware MO

Mobile malware can be as harmful to a business's network as infected desktops and laptops. Potential problems include overcharges on phone bills, stolen data, intercepting messages, tricking users with phishing attacks, and sending fake notifications to one's contact list.

Most malware comes from applications downloaded from third-party app stores and give hackers access to passwords, user account information, and other sensitive personal data. Since many business users link their Android devices to each other, malware could transfer from one device to the next.

Who is Responsible?

The burden doesn't fall solely on smartphone users. App stores such as Google Play Store are responsible, too, such as in the case of the malware-ridden banking and weather apps that were downloaded from the Google Play Store. In these cases, the companies that were affected were urged to provide updates regarding the

malicious apps so they could be removed from the store.

How to Avoid Being Victimized by Malware

The Google Play Store isn't 100% secure, but downloading from established app stores — and not from little-known and less secure ones — reduces the probability of downloading

malicious apps. In cases when an infected app makes its way to the store and starts getting lots of downloads, Google will be quick to remove it from the store and make everyone aware of it.



Despite app store's best efforts, it's nearly impossible to prevent mobile malware from getting through to the store. That's why it pays to read user reviews where infected users post detailed warnings. Also, regularly updating your mobile device's operating system and security software helps prevent infection as the latest versions of those are patched against the latest known threats in app stores and elsewhere online.

Malware doesn't discriminate, so regardless of your computer or mobile device of choice, it will find a way to infect you if your software isn't up to date. To find out whether your business devices are safe and fully protected, consult our cybersecurity experts today at (201) 797-5050 or www.tech4now.com.

Trivial Matters

Money: it makes the world go round. The Federal Reserve estimates that there is currently somewhere around \$1 trillion in US Currency currently in circulation. We all use it just about every day, but how much do we really know about it?



- ◆ Paper money is not made out of paper. Each bill is actually a combination of 75 percent cotton and 25 percent linen.
- ◆ The U.S. Bureau of Engraving and Printing uses nearly 9 tons of ink to print 26 million currency notes each day, with a face value of approximately \$974 million.
- ◆ According to the U.S. Mint, it costs more than a penny to make a penny—roughly 2.4 cents per coin.
- ◆ In 2015, the TSA reported collecting \$765,759 in loose change at airport security checkpoints

- across the country. They get to keep it all!
- ◆ Only deceased people can appear on U.S. currency.
- ◆ A quarter has 119 grooves around the edge; a dime has 118. The grooves were added to keep people from scraping off the coin faces and selling them as precious metals.
- ◆ Following the Civil War, between 1/3 and 1/2 of all cash in circulation was counterfeit. The U.S. Secret Service was created on July 5, 1865 to fight the counterfeiting epidemic.
- ◆ Only 8% of the world's currency is actual physical cash - the rest is digital money that exists only online.
- ◆ There are 293 ways to make change for a dollar. **Can you figure them out?**



Quick Tech Productivity Pointers

Google Drive Productivity Tips

If you're a regular Google Drive user, you already know how it can make your business more efficient and productive. But are you getting the most out of the service? Here are tips to help you better utilize it in your business.

Use These Keyboard Shortcuts

- n: rename a selected item
- d: show or hide the details pane
- /: search Drive
- z: move selected item to a folder
- Shift + s: add a new spreadsheet
- Shift + p: add a new presentation
- Shift + t: add a new document

Utilize Revisions

Perhaps you want to see the revisions a coworker made to one of your documents. Or perhaps you want to recover an older version of it. With Google Drive, it's all possible. Simply open the desired document, click *File>See revision history*, and all your revisions will appear in a sidebar to the right of the document. Then click on the revision you wish to see. If you'd like to revert to an older version, instead of your current draft, click on *Restore this revision* in the right sidebar.

Benefit from Suggesting Mode

If you're collaborating with another person on a document, *Suggesting mode* allows you to make suggestions to it without actually changing the text. Your suggestions will be seen by the initial writer, and he or she can then either approve or disapprove of them. To switch to *Suggesting mode*, click on the pencil shaped icon in the

upper right corner of a document. When the drop down menu appears, click on *Suggesting* (edits become suggestions).

Share Large Files

There has likely been an occasion when you wanted to send a very large file to another colleague and were unable to do so through a free service. Google Drive offers a solution for this dilemma: create a shared folder and upload your file to that folder. Once complete, you can share the file with whomever you wish by right-clicking on it, selecting *Share*, and then entering the person's email address of who you wish to share it with. They'll receive an email with the link to the file, and can access it from there.

Try Google Drive Add-Ons

To discover the wonderful world of Google Drive add-ons, click *Add-ons* in between *Table* and *Help* in the upper menu (above the toolbar). There are plenty of helpful add-ons to choose from, including tools such as writing aids, mind mapping, charts, music notation and more. Once you install an add-on, it will appear in your Add-ons drop down menu.

If you follow these Google Drive tips, you are one step closer to getting the most out the service. If you'd like to learn how else you can leverage Google's products to better your business, contact our experts at (201) 797-5050 or www.tech4now.com.

PII PROTECT

Are You Protected From A Data Breach?



Think cybercriminals only target the big companies?

More than 75% of data breaches target small and medium sized businesses.

We can help you with the following:

- 1. TRAIN YOUR EMPLOYEES**
Train your employees to help protect your sensitive data.
- 2. PROTECT YOUR NETWORK**
Protect your network with VPN's, firewalls, vulnerability scans, penetration testing, etc.
- 3. SECURE YOUR DEVICES**
Identify, track, and secure (encrypt) your employee's devices—smartphones, USB drives, tablets and laptops.
- 4. SECURE PHYSICAL SPACE**
Track and log visitors, limit access with locked doors.
- 5. CREATE CLEAR POLICIES**
Create clear and concise written policies on the use and disposal of sensitive data.
- 6. WHERE'S YOUR DATA?**
Locate, understand, and limit where all of your sensitive data resides.
- 7. PROPER DISPOSAL PROCEDURES**
Ensure that you have the proper procedures and documents in place to dispose of any devices, equipment, and paper records.



LET US HELP YOU PROTECT YOUR BUSINESS AND DATA.

CONDUCT A SECURITY RISK ASSESSMENT TO UNDERSTAND YOUR RISKS.

CONDUCT A DARK WEB ASSESSMENT TO SEE IF YOUR PASSWORDS MAY HAVE BEEN COMPROMISED

Contact us at (201) 797-5050 or www.tech4now.com/pii-protect

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Is there a topic or feature you would like to include in a future issue? Opinions and feedback are welcome and encouraged. Please send us an e-mail or call our direct line.

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5 Reasons To Choose A Hosted VoIP Phone System

1. COST SAVINGS
2. ANSWER CALLS ANYWHERE
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4. WORLD-CLASS FEATURES
5. ENHANCED PRODUCTIVITY

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- ✓ Disaster Recovery and Planning
- ✓ Virus Protection & Removal
- ✓ Network Security and Online Employee Security Training
- ✓ Mobile and Hosted "Cloud" Computing
- ✓ E-mail & Internet Solutions
- ✓ Wireless Networking
- ✓ Spam Filtering and E-mail Archiving Solutions
- ✓ Storage Solutions and File Sharing
- ✓ System Audits and Network Documentation
- ✓ Voice over IP phone systems

"We make all of your computer problems go away without the cost of a full-time I.T. staff"

Ask us about our fixed price service agreements—Computer support at a flat monthly fee you can budget for just like rent!

"Your breadth of experience and speed to resolution helps us keep our business strong and current. The way we see you is not as an IT computer guy, but as a proven Trusted Business Advisor." —Nabil Ishac, Architect & Owner, Ishac Design Architect

October 2018

The Lighter Side...

For Entertainment Purposes ONLY!

If Cars Were Built Like Computers

- Occasionally your car would die on the freeway for no reason, and you would just accept this, restart and drive on.
- Occasionally, for no reason whatsoever, your car would lock you out and refuse to let you in until you simultaneously lifted the door handle, turned the key, and grabbed hold of the radio antenna.
- Every time a new car model is introduced, buyers would have to learn how to drive all over again because none of the controls would operate in the same manner as the old car.



The Hypochondriac

Brian, one of the worlds greatest hypochondriacs, bumped into his doctor one day at the supermarket.
"Doc!" Brian exclaimed, "I've been meaning to tell you, remember those voices I kept on hearing in my head? I haven't heard them in over a week!"
"Wow! What wonderful news Brian! I'm so happy for you!" his doctor exclaimed.
"Wonderful?" asked a dismal looking Brian.
"There's nothing wonderful about it. I think my hearing is going now!"

Talking Dog?

A man walks into a bar with his dog.
"This is a talking dog. If this dog can answer my questions, who will buy me a drink?" he asks.
"You can have one on the house," the bartender says. The man turns to his dog. "What goes on the top of a house?" Dog: "Roof!" Man: "What does tree bark feel like?" Dog: "Rough!" Man: "Who is the greatest baseball player ever?" Dog: "Ruth!" The bartender is clearly annoyed and snaps at the man. "That's enough. You and your dog, get out." After the man and the dog are thrown out, the dog looks sadly at his owner. "Should I have said DiMaggio?"

More Laughs

What was a more important invention than the first telephone? The second one.



Did you hear about the two antennas that got married?

It was a nice ceremony... but the reception was amazing.

Becoming a vegetarian is a huge missed steak.

Pessimist: "Things just can't get any worse!"

Optimist: "Yah, of course they can!"