Computers and Technology: Friend or Foe?

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Technophobia?

The fear or dislike of advanced technology or complex devices, especially computers

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DON'T FEAR TECHNOLOGY
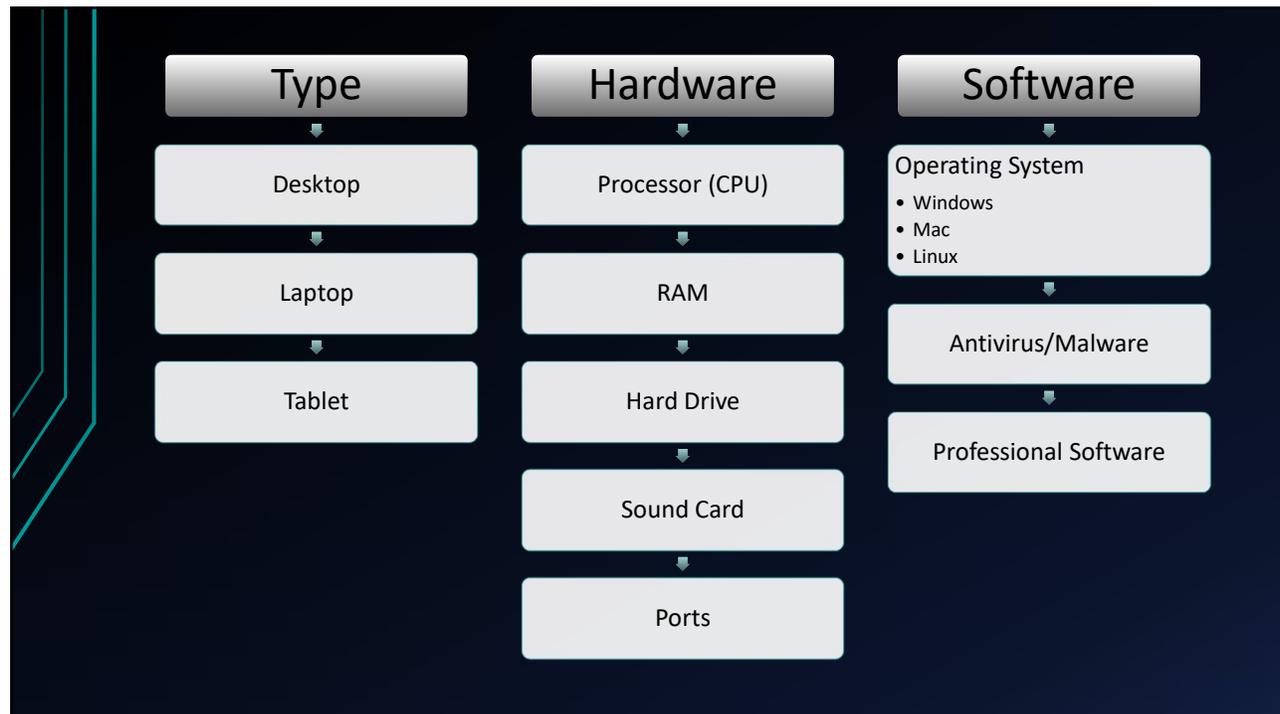

IT PAYS THE BILLS!

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COMPUTER SHOPPING
WHERE TO START?

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WINDOWS 10 OR WINDOWS 11

- It's completely your choice; however, most computers available on the market today are Windows 11.

- If you currently have Windows 10 and your computer offers to upgrade to Windows 11 for you, again, that is your choice. I have chosen not to update to Windows 11 at this time from my current Windows 10 computer.

- If you are on anything below Windows 10, you MUST upgrade for security reasons! Windows 8, Windows 7, etc. are *not* supported by Microsoft and your computer and data is at risk!

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Type	Hardware	Software
Desktop	Processor (CPU)	Operating System • Windows • Mac • Linux
Laptop	RAM	Antivirus/Malware
Tablet	Hard Drive	Professional Software
	Sound Card	
	Ports	

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Things to consider with computer types

Desktops
- Stationary
- Least expensive versus laptops
- Longer lifetime

Laptops
- Portable
- Ability to dock/make into desktop workstation
- Numerous options of brands, sizes, etc.

Tablets
- Extremely portable
- Inexpensive to very expensive
- Simplistic builds

Chromebooks
- Very inexpensive
- Great for web-based processing
- Not compatible with steno software

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HARDWARE

These are the bare minimum requirements.

The faster the processer, the better. The more RAM, the better. The bigger the hard drive, the better.

Processor (CPU)	RAM (memory)	Hard Drive (Permanent storage)	Audio	Ports
This is the brains of the computer, and its power is generally measured in clock speed (CPU cycles). Today's CPU's clock speeds will exceed 2 GHz on desktops and 1.6 GHz on laptops.	Non-permanent storage measured in megabytes (MB) or preferably, gigabytes (GB). Desktops should have at least 2 GB of RAM while laptops may have 1 GB but should have 2 GB of RAM.	Unlike RAM, data stored in permanent storage remains after the power is turned off. Storage, like RAM, is measured in gigabytes (GB). Desktops should have at a minimum 500 GB of storage, while laptops may suffice with 250 GB.	Quality of an audio recording is directly proportional to the audio adapter in your PC and the microphone attached to it. Use an external USB adapter and a high-quality microphone for best results.	- 1 USB - USB-C or hub connector - HDMI - Workstation docking *(if laptop)*
2 GHz or higher	**2 GB or higher**	**80 GB or higher**		

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FEATURES OF TOP THREE OPERATING SYSTEMS

Easy to use
Performance monitor
Files management
Plug and play
Based on MS-DOS

Security
Reliability
Ease of use
Integration with Apple and other products

Open Source Operating System
Free software
Runs on a wide range of systems (PC to phones)
not compatible as standalone with most popular professional software

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WINDOWS HOME VERSUS WINDOWS PRO

BitLocker

Remote Desktop Connection

Client Hyper-V

Microsoft Update for Business

Edge's security blanket: WDAG

Windows Sandbox

- When in doubt, always choose a professional model and professional software (also referred to as business-grade or business-line)

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HARD DRIVE VERSUS SOLID STATE DRIVE

SOLID STATE HARD DRIVE (SSD)

A traditional hard drive uses a spinning magnetic disk to store data and can store a lot of data relatively inexpensively; however, they are slow because in order to access data, the hard drive must spin to the right location.

SSDs (solid state drives)

- have no moving parts, and all data can be accessed equally easily.
- are way faster and use less power.
- make virtually no noise at all since they are non-mechanical.

A SSD-equipped PC will boot in less than a minute, and often in seconds.

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Your software vendor can provide you with a computer requirements checklist

ProCAT

Stenovations
(DigitalCAT)

Gigatron
(StenoCAT)

Advantage
(Eclipse)

Stenograph
(Case CATalyst)

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SETTING UP YOUR NEW COMPUTER

DON'T LET YOUR COMPUTER DO IT FOR YOU!

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Standard selections and choices right out of the box

- Name your computer (be sensible!)

- Proceed through step-by-step setup to connect to the internet, log in to your Microsoft account
  - Having a Microsoft account is extremely beneficial when setting up a new computer. If used on your current/old computer, it can bring in your favorites, passwords, etc., from Edge browser

- What **NOT** to do
  - Do not ignore the 'small print' on the step-by-step screens
    - The small print often includes such things as installing unnecessary software and programs and also allowing Microsoft to set up your computer for you based on their settings and predetermined needs

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Set up your computer security settings

For most court reporters and captioners, the built-in Windows Security from Microsoft is sufficient for antivirus and malware protection

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FINDING AND SETTING UP BITLOCKER

If you chose to go with a Pro version of Windows, BitLocker is automatically installed and ready to activate.

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4/5/2024

SARAH-RECOMMENDED COMPUTER SOFTWARE
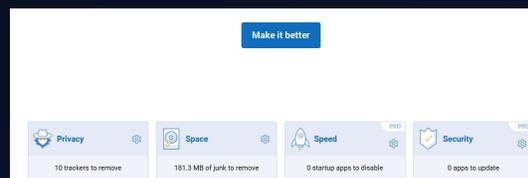## CCleaner
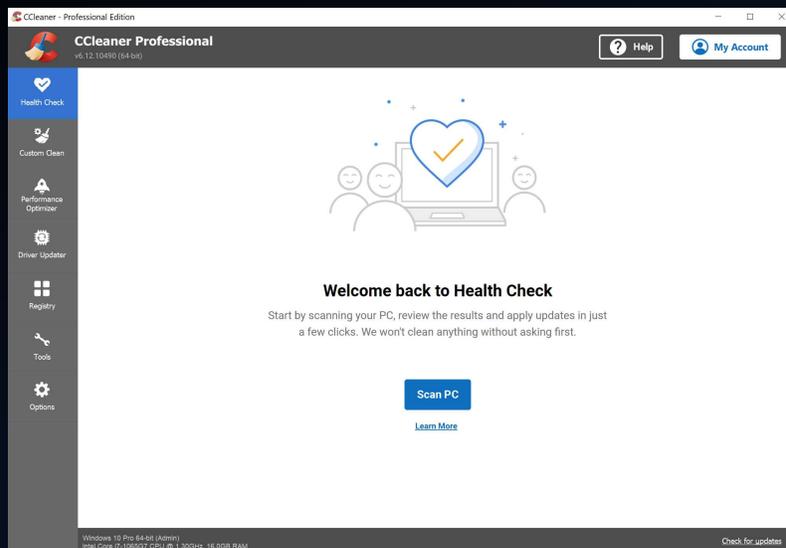
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CCleaner Helpful Options

- Driver Updater
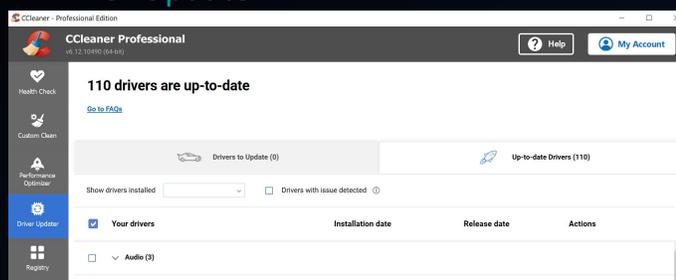
Also
- Software Updater
- Registry Errors (scans)
- Performance Optimizer

- Health Check

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CCleaner Helpful Options Continued

- ## Driver Updater
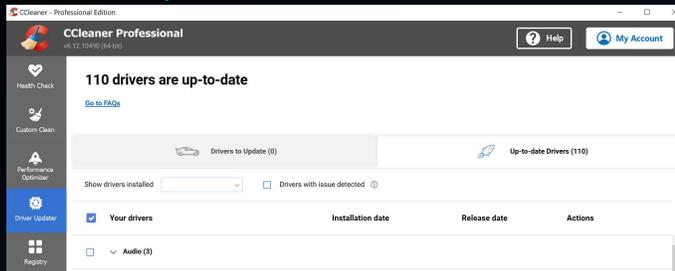
- ## Health Check
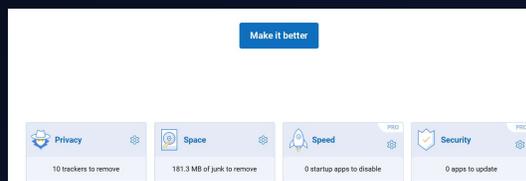
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www.ccleaner.com
Try the "free" trial before committing …
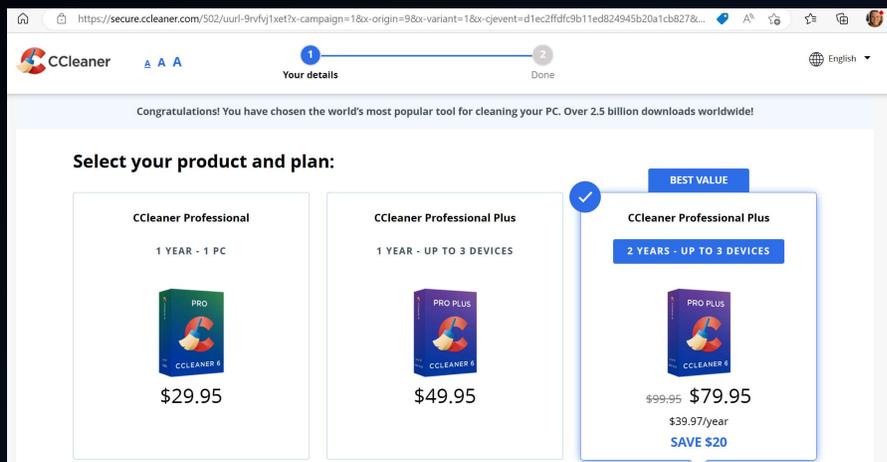
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ONGOING COMPUTER MAINTENANCE
IS IT NEEDED?

ABSOLUTELY!

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POWER USER MENU

Windows Key + X

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DEVICE MANAGER

Must be included in your ongoing computer maintenance! Especially after any Windows updates and/or driver updates that occur.

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DEVICE MANAGER

LIVE DEMONSTRATION

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Power settings are in more than just the "USB devices"
DEVICE MANAGER - LIVE DEMONSTRATION
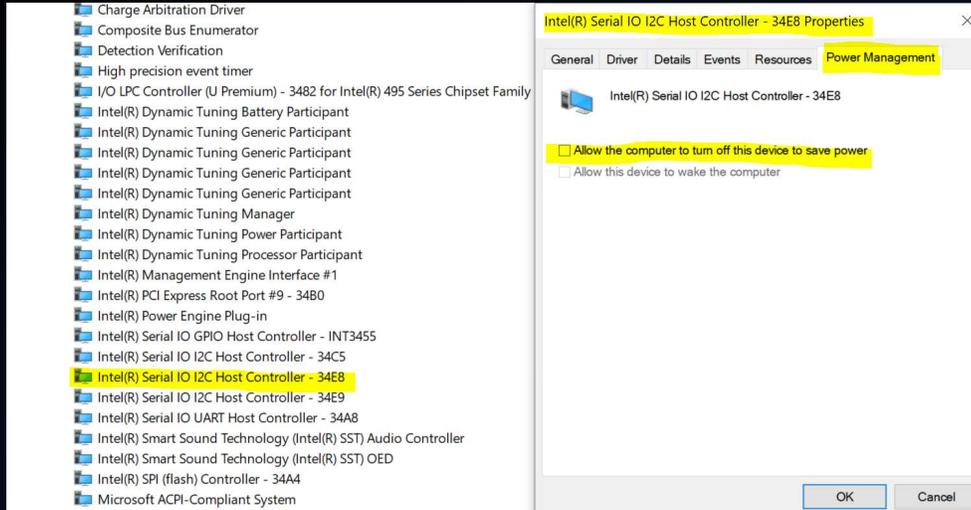
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STARTUP APPS

You don't need everything starting up when your computer starts up. Just the basics!

Turn off Teams, Zoom, Edge, etc., from starting up upon your computer's bootup. This allows for a quicker boot of your computer.

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CLOUD-BASED STORAGE OPTIONS

ACCESS YOUR DOCUMENTS AT ALL TIMES FROM ANY DEVICE!

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Cloud-based storage options

- Dropbox
  - *Offers cloud storage, file synchronization, personal cloud, and client software, accessible from any device or computer*

- Microsoft OneDrive
  - *File hosting service that allows users to sync files, photos, share/work together, and accessible from any device or computer*

- Google Drive
  - *File storage and synchronization service allowing file sharing and editing of documents with collaborators.*

- Amazon Drive**
  - *Cloud storage application offering secure cloud storage, file backup, file sharing, and photo printing*

    ***Amazon Drive will no longer be supported after December 31, 2023!*

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Cloud-based storage costs

- Dropbox
  - *as low as $9.99 per month*
    - *(billed annually)*

- Microsoft OneDrive
  - *as low as $8.25 per month*
    - *(billed annually)*

- Google Drive
  - *as low as $9.99 per month*
    - *(billed annually)*

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Cloud-based storage: Sarah's primary pick

Microsoft 365 Family
$99.99/year

- For one to six people to share.
- Each person can use on up to five devices simultaneously.
- Works on PC, Mac, iPhone, iPad, and Android phones and tablets.
- Up to 6 TB of cloud storage (1 TB per person).
- Additional features in the Family Safety mobile app.

- Microsoft OneDrive
  - *Included with purchase of Microsoft 365 Family*
  - *Up to 6 TB storage (1 TB per user account) – included*
  - *Ongoing access to all Microsoft products online or downloaded (Word, PowerPoint, Excel, etc.)*
  - *Federal government approved products*
  - *HIPAA compliant*

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What do others say?

I back up reporting stuff via Stenograph's Cloud Edge. At the end of every job before I leave, I back up to Dropbox. I also send work units to Dropbox on every job.

I back up work to multiple sources: Google Drive, Dropbox, and an external hard drive. Photos go to Google Photos and Shutterfly.

I use Carbonite and it backs up every morning at 3:30 a.m. automatically. I also do periodically back up on an external hard drive, but that is for work that is already completed, scanned copies of worksheets, and other records.

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What do others say?

I back up all of my photos to a separate, small-in-size, portable hard drive.

When I'm working at home, my laptop is hooked up to a hub that has an external hard drive attached.

I back up everything on several jump drives, as well as my external hard drive.

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TIPS AND WARNINGS WITH ANY BACKUP SERVICE

- Don't reply on one backup service alone *(cloud-based or physical)*
  - *Jump drives and external hard drives are best used for <u>temporary</u> backups and to transfer data*

- Duplication of backups is okay!

- Save backups with a "date" in the file name
  - *OHND entire year 2019 files 5-1-2023*

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Secure computing

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Keeping your computer secure

- **Tips**
  - Encrypt any drives that you have in your computer
    - Use "BitLocker To Go" for any flash drives that contain sensitive data

  - Store the recovery keys in multiple places. You can select more than one option during setup. Print and place in a fireproof box in your home or office.

  - **Keep track of your passwords!** If you forget your password AND lose your recovery key, you lose all of your data

  - Be cautious searching on the internet, reviewing emails, and more!

- **Security is a state of mind**

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Recent Search History

Methamphetamine aluminum foil method

Peer-to-peer software sharing

ISIS and ISIL terrorism

Recent Search History

Banks in Cayman Islands

Firearm and ammunition manufacturers

Fentanyl analogues

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Secure Email - Encryption

- Encrypting Email - Gmail
  - Use the "Secure Mail for Gmail" Chrome extension to send encrypted messages
    - Recipient will need to know the password that you have decided for the email
  - Always make sure that you are viewing email with an https connection

- Encrypting Email – Outlook for Desktop
  - Navigate to File->Options->Trust Center and click on "Trust Center Settings"
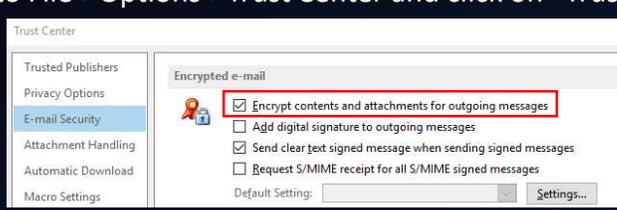
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Secure Email
Identifying Phishing attacks

- Don't trust the display name

To: **You** <you@yourdomain.com>
From: **My Bank** <accounts@secure.com> ←
Subject: **Unauthorized login attempt**

- Look but don't click – Always check links
- Check for spelling mistakes
- Don't give up personal information
- Watch for urgent language in the subject line – "Your account has been suspended"
- Don't open any attachments you weren't expecting to receive
- If you receive a suspect email from a contact, verify that they meant to send it to you
- Flag known phishing attempt emails as spam (Gmail lets you flag as phishing)

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Non-profit associations are a perfect target!

On Fri, Oct 14, 2022 at 11:17 AM Donna Karoscik <bodmail2023@aol.com> wrote:

Hi Sarah,

I need you to take care of a payment to a Vendor today. Let me know if you can and what payment option you have so I can provide you with the information you need and the paperwork/invoice to process the payment. Also, kindly send me a copy of our current financial balance as of today for review.

Respectfully

Donna Karoscik,
President.

On Wed, Aug 7, 2019 at 10:17 AM Kelly Linkowski <aaaaaaeeeeeex@gmail.com> wrote:

Got a moment? Give me your personal cell number to text you as I need you to complete a task for me.

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Sarah Nageotte, FAPR, RDR, CRR, CRC
senrdr@gmail.com

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THANK YOU FOR ATTENDING!

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