

# Club Bytes



Brought to you by the Lake Gaston Computer Club



Word of the Month – HACKING

**Hacking** is the activity of identifying weaknesses in a computer system or a network to exploit the security to gain access to personal data or business data. An example of computer hacking can be: using a password cracking algorithm to gain access to a computer system.

**Ethical Hacker (White hat):** A security hacker who gains access to systems with a view to fix the identified weaknesses. They may also perform penetration [Testing](#) and vulnerability assessments.

**Cracker (Black hat):** A hacker who gains unauthorized access to computer systems for personal gain. The intent is usually to steal corporate data, violate privacy rights, transfer funds from bank accounts etc.

**Grey hat:** A hacker who is in between ethical and black hat hackers. He/she breaks into computer systems without authority with a view to identify weaknesses and reveal them to the system owner.

**Script kiddies:** A non-skilled person who gains access to computer systems using already made tools.

**Hacktivist:** A hacker who uses hacking to send social, religious, and political, etc. messages. This is usually done by hijacking websites and leaving the message on the hijacked website.

**Phreaker:** A hacker who identifies and exploits weaknesses in telephones instead of computers.

**Cybercrime** is the activity of using computers and networks to perform illegal activities like spreading computer viruses, online bullying, performing unauthorized electronic fund transfers, etc. Most cybercrime hacks are committed through the internet, and some

cybercrimes are performed using [Mobile](#) phones via SMS and online chatting applications.

## Do you have a false sense of security online? Take this quiz to find out Norton/Nicholson

### **Question 1: Do you know what a VPN is? And do you use one? (Club Bytes Vol. 5 page 6)**

If you answered "no" to this question, you're potentially exposing your activity every time you go online. A VPN is short for virtual private network, a service that encrypts the data you send and receive when you are online and hides your activities in a type of virtual tunnel. VPNs also have the added benefit of hiding your IP address from snooping eyes.

### **Question 2: Do you ever access your online bank or credit card accounts while using public Wi-Fi? Better not be.**

You should answer "no" to this question. That's because public Wi-Fi is notoriously easy for hackers to crack. If you use the free public Wi-Fi offered by hotels, coffee shops, and libraries, only use it for benign activities, such as reading the news, checking the weather, and searching for local restaurants. Never use it to access your important financial portals or other sensitive data. You never know when a hacker is snooping on you. If you use public Wi-Fi to log into your bank account, a hacker could capture your username and password. That same hacker can then quickly access your bank account and drain funds from it.

### **Question 3: Have you enabled two-factor authentication for your most sensitive online accounts? PLEASE do this.**

The answer here should be "yes." Two-factor authentication, also known as 2FA, adds an extra step, and an extra layer of protection, when you log onto a website, online bank account, or online credit card portal. Here's how 2FA works: When you log into your online bank account, you'll first enter your username and password as

usual. But after you enter this information, the site sends a text message to your phone. This message contains a six-digit code. You must then enter this code before you can finish logging into your bank account.

**Question 4: Do you ignore software updates? Gus Best will visit you if you get this one wrong.**

You should answer “no” to this question, at least if you want to protect your devices and your privacy.

**Question 5: Have you installed security software on your computers? The entire staff of the Repair shop will be at your door.**

Good security software can help keep malware and viruses away from your laptop and desktop computers. So, do you have this security software installed and scheduled to run on your devices? (And, yep, you should answer “yes” to this question.)

**Question 6: Can you recognize a phishing email?**

We admit it: This isn't a fair question. Scammers have gotten good at sending phishing messages — emails or texts designed to trick you into surrendering such key information as your Social Security number, birthdate, address, bank account number, or credit card log-in information. Even if you remain on the lookout for phishing attempts, there's no guarantee that you won't fall for them. If you said “never,” that's the wrong answer. You can access each of your three credit reports — one each maintained by the national credit bureaus of Experian, Equifax, and TransUnion — once a year for free by logging onto [AnnualCreditReport.com](https://www.annualcreditreport.com).

**Why do we ask these questions?** The Repair shop has fielded way too many hacked computers in the last couple of months. Some of our members have lost money, had their bank accounts compromised and credit cards used illegally. Besides the financial implications, their computers

had to be “wiped”, operating systems reinstalled, passwords redone for all their applications, NC Attorney General and police notified, Microsoft or Apple made aware of fraud.

Think you're staying safe when you're online downloading files, viewing YouTube videos, and surfing the news? Think again. If you're like many respondents in a survey from the National Cybersecurity Alliance, you're probably more at risk for downloading malware or being tricked into surrendering your bank account or credit card information than you think.

## What does the survey say?

According to the alliance's Cybersecurity Awareness Month report released in September 2020, only 35 percent of respondents say they update their antivirus, firewall, or anti-malware software on a regular basis. And only 39 percent said they enabled two-factor authentication on all devices connected to their network. The same survey found that only 20 percent of older respondents — those 55 and older — are very confident that they would be able to identify a malicious email or link. Only about half of 18- to 34-year-olds said they felt confident that they could identify suspicious emails or links. And when it comes to public Wi-Fi? The survey found that 54 percent of 18- to 34-year-olds report using public Wi-Fi, while 42 percent of 55- to 75-year-olds never use it. That's concerning public Wi-Fi is notoriously vulnerable to cyberattacks. What do these results show? A large number of people aren't taking the appropriate steps to protect themselves when they're online. They're giving hackers, con artists, and scammers plenty of opportunities to expose their computers and mobile devices with malware, steal their identities, access their bank accounts, or run up fraudulent purchases on their credit cards.

We can not stress enough to be careful. Medicare, Social Security, Microsoft, Apple, Amazon, IRS, U.S. Government, and numerous other large companies do not call you. They send letters. Even then check the phone number and be cautious.

## Can Hotel Internet Traffic Be Sniffed?

by [Leo A. Notenboom](#)

Many hotels offer both wired and wireless internet, but with those hotel internet connections comes a security risk most folks don't consider.

Hotel internet security is one of the most overlooked risks travelers face. I'm not just talking wireless — I'm talking about *any* internet connection provided by your hotel.

Any internet connection provided by a hotel or other business or public place is as untrustworthy as an open Wi-Fi hotspot, and you should treat it as such. That means making sure all connections are encrypted, using a VPN, or using some alternate internet connection, such as your mobile data plan.

To read the full AskLeo article, Ctrl Click or copy and paste this link into your browser:

[https://askleo.com/can\\_hotel\\_internet\\_traffic\\_be\\_sniffed/](https://askleo.com/can_hotel_internet_traffic_be_sniffed/)

To view the AskLeo video, Ctrl Click or copy and paste this link into your browser:

[https://askleo.com/can\\_hotel\\_internet\\_traffic\\_be\\_sniffed/](https://askleo.com/can_hotel_internet_traffic_be_sniffed/)



### **10 useful Mac tips**

Here's another short collection of tips. I bet some of you may not even know about them.

## **How to combine files into a PDF with Preview**

So, you've got two or more different PDF documents and you want to combine them all into one, perhaps for a report? There are two ways to achieve this:

- Find and select the documents you want to combine and **Control-click** them to access the available controls. At the bottom, select *Quick Actions* and then choose "Create PDF."
- Or open one of the files in Preview and use the top left drop-down menu to select *Thumbnails*. You should then see previews of each page of the document appear in the sidebar. Once the thumbnails of the first PDF are visible, you can add more PDFs using drag and drop into the sidebar — like adding a page. Even multi-page PDFs can be added with this one gesture. It's dead useful.

## How to merge calendars

- As can happen with other data on our Macs, we may eventually end up with multiple calendars for different purposes. That gives rise to the need to merge some of these to help keep and organize the data inside them. Here is how to merge different calendars.

**[ Further reading: [40 tips to get the most from your Mac \(and macOS 'High Sierra'\)](#) ]**

- Open Calendar and click on **Calendars** at the top of the screen to find all your current groups. Now select a calendar you want to merge and control-click its entry in the list; that will summon up a menu from which you should choose *Merge*. You'll be given the opportunity to merge this calendar with another from the list. Events from both calendars will be combined.

One more tip: To see all your upcoming entries from all your calendars, just *type a period (.)* in the Calendar search box.

## How to speed up iCloud

Saved something on one of your Apple devices, but it hasn't showed up yet on your Mac? Or are you looking for a Photo that doesn't yet seem to have proliferated across iCloud? There are a few things you can do but one that seems to work best is to ensure both devices are connected to power — and restart the Mac.

## Send a Safari page... fast!

Here's a super-useful Safari tip: If you are working on or researching a topic in collaboration with someone else, or simply want to quickly share a web page, tap **Command-I** to open a new email containing the content of the page you are on. Or you can use **Command-Shift-I** to create a new email containing only the URL of the page.

## A fast way to access System Preferences.

This is a quick way to access specific System Preferences: Press and hold the *System Preferences icon in your Dock*. Wait just a second and a contextual menu listing all those preferences will appear, just select, and click on the one you need to access.

## Make use of Smart Folders.

Automate project management with Smart Folders. These can automatically gather tasks with certain keywords, dates, and many other parameters. [Take a look](#).

## Use Text snippets

I've been a fan of these ever since I came across them. If you have text you regularly need to write, why not make life automatically place in any document by dragging-&-dropping the snippet into any document.

Here is how to create one:

- Write the text (addresses, legal warnings, whatever it might be, and it can include links).
- Select the text and drag it to your desktop.
- You'll now find a Text Snippet on your Desktop.
- Give it a memorable name and save it in a new folder somewhere.

- Call that folder Snippets and drag the folder into the left-hand column of a Finder window, after which it should always be visible there.
- You can add as many Snippets to that folder as you want.

In the future, you can just drag the relevant snippet from the easy-to-access folder in the Finder window sidebar directly into the document to save a little time.

Many people like to use [Text Replacement](#) for tasks like these. But I like the ease-of-use of Snippets, plus I don't need to remember keyboard combinations.

If your Mac performance seems slower than normal, it might be that an open browser window, email app or some application processes may be using all your available memory. The solution is simple: quit your browser first. If you see an improvement, then it was probably a website eating up the memory. If you don't, restart your Mac.

If no discernible improvement is then seen, then you may need [other forms of support](#). That would be our friendly Apple Support in the Repair Shop on Mondays. Please call for an appointment.

If you forget your Apple ID password, you can reset it at the [Apple ID website](#); just tap Forgotten your Apple ID or password and follow the process there. You will need to use the email address associated with your account and answer some security questions.

a little easier to use send re-use by creating a Text Snippet? These are snippets of text you can automatically place in any document by dragging-&-dropping the snippet into any document.

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## **If your Mac seems slow and sluggish...**

If your Mac performance seems slower than normal, it might be that an open browser window, email app or some application processes may be using all your available memory. The solution is simple: quit your browser first. If you see an improvement, then it was probably a website eating up the memory. If you don't, restart your Mac.

If no discernible improvement is then seen, then you may need [other forms of support](#). That would be our friendly Apple Support in the Repair Shop on Mondays. Please call for an appointment.

## **What to do if you forgot your Apple ID**

If you forget your Apple ID password, you can reset it at the [Apple ID website](#); just tap Forgotten your Apple ID or password and follow the process there. You will need to use the email address associated with your account and answer some security questions.

## **How to type a degree symbol**

There are two keyboard shortcuts that let you type a degree symbol:

- **Option-Shift-8** gives you 99° (the temperature symbol).
- **Option-K** provides 99° (the degree symbol).

I can't really tell the difference between the two, but now you know.

There is also **Option-0**, which is used in some languages. °



## How to Uninstall or Disable Extensions in Google Chrome

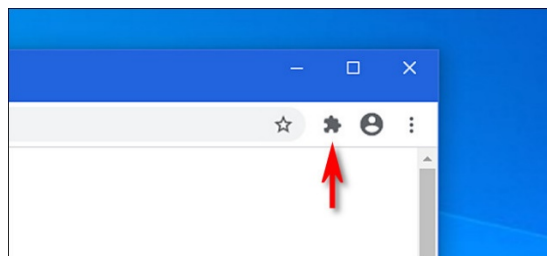


**BENJ EDWARDS** [@BENJEDWARDS](#)

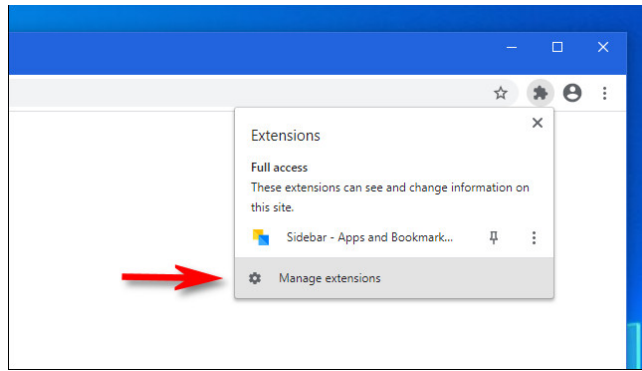
JANUARY 8, 2021, 9:00AM EDT

[Extensions](#) can add a wide range of new features and functionality to Google Chrome, but sometimes you need to remove or disable one or more of them. Here's how to do it.

First, open Google Chrome. In any window, look for the “Extensions” icon in the toolbar, which looks like a jigsaw puzzle piece. Click it. (Alternately, you can open the main menu by clicking the three dots button and select More tools > Extensions.)

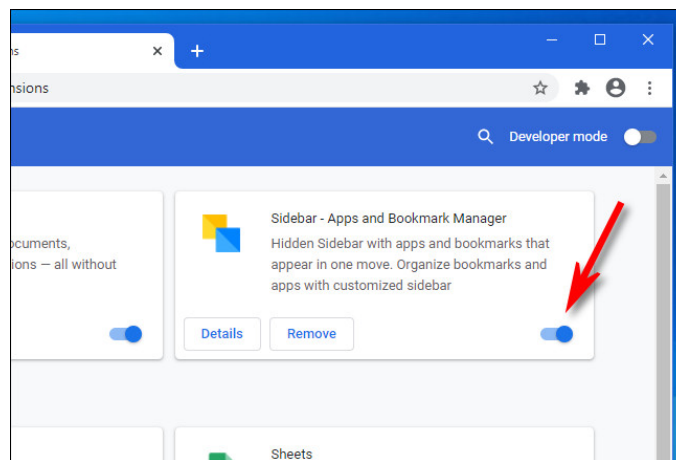


When a menu pops up, select “Manage Extensions.”

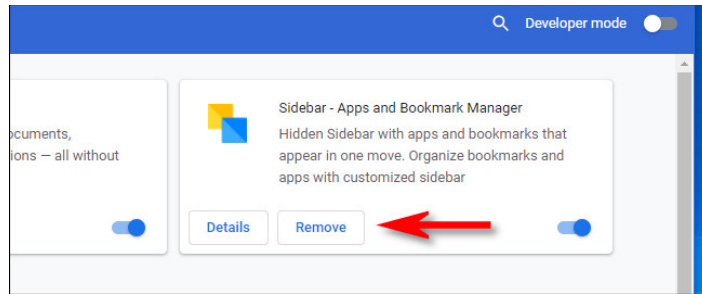


In the “Extensions” tab that appears, locate the name of the extension you’d like to uninstall or disable. Each extension has its own box on the Extensions tab.

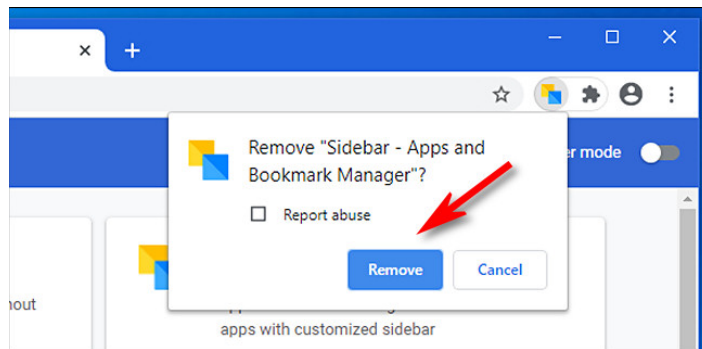
If you’d like to disable the extension but not uninstall it, click the switch beside it to turn it off. At any time, you can return to the Extensions tab and re-enable it by flipping that switch again.



If you’d like to uninstall the extension permanently, click the “Remove” button. This will completely remove the extension from Chrome, and you won’t be able to use it anymore (unless you reinstall it later).

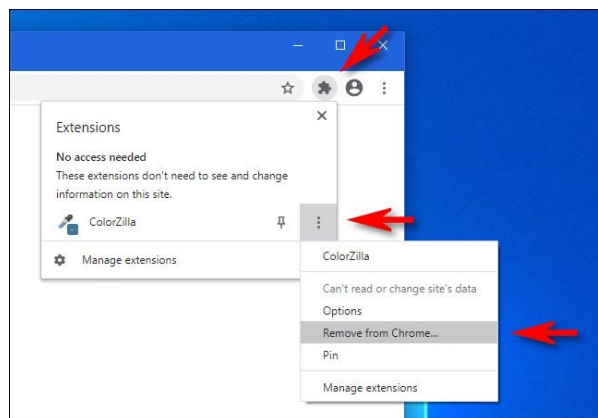


When a confirmation window pops up, click “Remove” again.



The extension will be removed completely.

Alternately, to quickly remove an extension, you can also click the “Extensions” button in the toolbar, click the vertical ellipses button beside the extension’s name, then select “Remove from Chrome” from the menu.



If you ever need to reinstall the extension you just removed, you'll have to visit the [Google Chrome Web Store](#) and download it again. Happy browsing!

**RELATED:** [How to Install and Manage Extensions in Chrome](#)



## How to Safely Remove USB Flash Drives

You've probably heard about how you should always safely "eject" a USB drive before unplugging it. On Windows, it's a very simple process, but what about on a Chromebook? Should you still do it? How does it work?

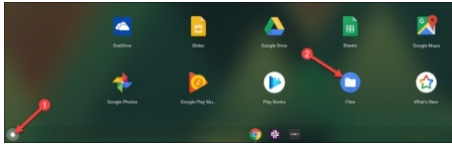
### **Why You Should "Eject" Before Unplugging**

Before we talk about how to safely remove a USB drive from a Chromebook, you might want to know why it's important. The main thing you risk when yanking out a USB drive is data loss. If data is being written to the drive, you could interrupt that process by removing it. Telling the operating system to "eject" the drive before you physically remove it ensures that all the processes are ended. If you know that the drive isn't active, there's no harm in pulling it out straight away. Sometimes this is indicated by an LED on the drive itself. The light will flash when data is being read or written. The moral of the story is that you never want to remove a USB drive when it's in the middle of a process. The "eject" option simply ensures that you don't have any data loss and that all data processes have been stopped safely.

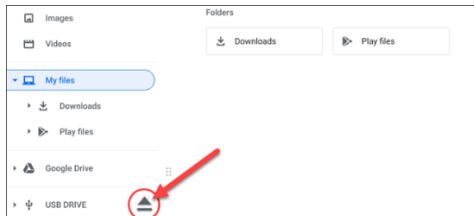
### **How to Eject a USB Drive From a Chromebook**

Ejecting a USB drive on a Chromebook is different from other platforms. You need to open the "Files" app to do it. Click the App

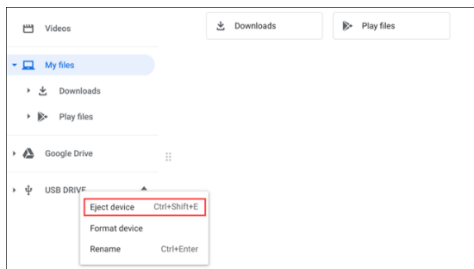
Launcher icon in the bottom-left corner to see all of the apps installed on your Chromebook. From there, open the “Files” app.



You'll see your USB drive in the left sidebar. All you have to do is click the eject icon.



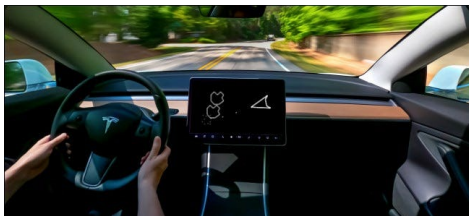
Alternatively, you can right-click the drive and select “Eject Device.”



If your USB drive has a built-in LED status light, it will blink a few times and then stop. It's now safe to remove the drive. If it doesn't have a light, just wait a few seconds before pulling it out. That's all there is to it!



## Did You Know? The GPS Triangle Cursor Comes From Atari's Asteroids [BENJ EDWARDS](#) [@BENJEDWARDS](#)



[TierneyMJ / Shutterstock](#)

It's there right in front of you every time you use GPS navigation: a triangle-shaped cursor representing your location on a GPS display, moving where you move. But did you know the cursor originates from Atari's 1979 *Asteroids* arcade game? Here's how it came to be. Do a Control + Click and read the fun stuff in the article.

<https://www.howtogeek.com/696738/did-you-know-the-gps-triangle-cursor-comes-from-atari-asteroids/>



## **How to Crop a Picture in Microsoft Word**

Do you like to play with picture shapes, crop, aspect ratios?

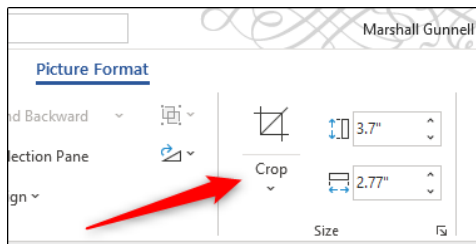
You can remove unnecessary pixels from an image directly in Microsoft Word using the built-in cropping tool. You can also crop a photo to fit a specific shape. Here's how to crop a picture in Microsoft Word.

### **How to Crop a Picture in Word**

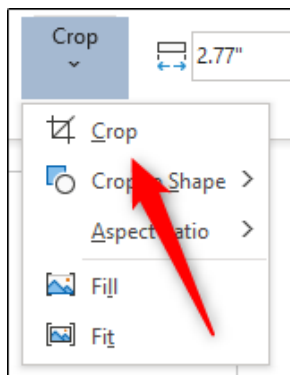
To [crop a picture](#) in Microsoft Word, [open the Word document](#), add an image (Insert > Pictures), and then select the photo by clicking it.



Next, go to the “Picture Format” tab, which appears after you select the image. Then, in the “Size” group, click “Crop.”



In the drop-down menu that appears, select “Crop.”

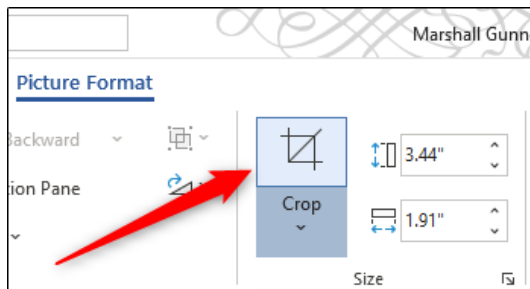


Cropping handles will now appear around the frame of the image. To crop out certain areas, click and drag the handles to capture only the content that you want to keep.





After setting the cropping frame, click the icon in the upper half of the “Crop” option in the “Size” group of the “Picture Format” tab.

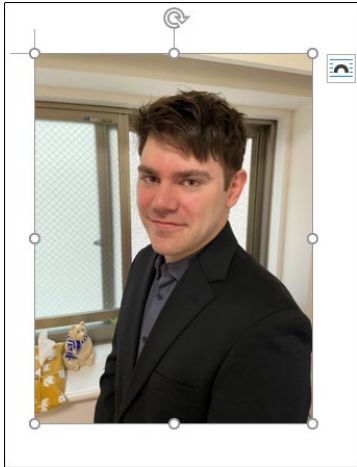


The unwanted areas of your image are now removed.

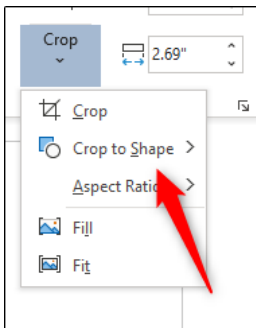


## How to Crop a Picture as a Shape in Word

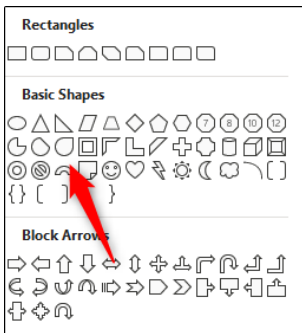
To crop an image as a shape, open the Microsoft Word application, [insert an image](#) (Insert > Pictures), and then select the image by clicking it.



In the “Picture Format” tab, which appears after selecting the image, click the “Crop” button found in the “Size” group. In the drop-down menu that appears, select “Crop To Shape.”



A sub-menu displaying a large library of shapes will appear. Select the shape that you’d like to crop the image as by clicking it. We’ll use the teardrop shape in this example.



Your image will now be cropped as the selected shape automatically.



You can also do things such as [removing the background from an image](#), [annotating an image](#), and more.



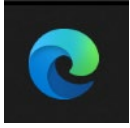
## How to Add Private Labels in Google Maps

Google Maps offers various recommendations for travelers, including important landmarks to nearby businesses. If you want to save your own recommendations to Google Maps to quickly find in the future, you can do so by adding private labels. Here's how. [Read More »](#)



## How to Enable Do Not Disturb During Workouts on Apple Watch

If you're in the middle of a hard run or chill yoga session, you probably don't want your phone to ring (unless it's really important). By automatically enabling Do Not Disturb on your Apple Watch when you start a workout, you can make sure you don't get interrupted. Here's how. <https://www.howtogeek.com/711255/how-to-enable-do-not-disturb-during-workouts-on-apple-watch/>



## How to Stop Annoying Website Notification Pop-Ups in Edge

Microsoft Edge is a great web browser when it comes to speed and [features](#). But website notification pop-ups can spoil your browsing experience and clutter your notifications. Microsoft Edge for [Desktop](#) (Windows 10 and Mac) and [Android](#) both have a built-in notification system for websites (It's not available on iPhone and iPad.). Here's how to stop annoying website notification pop-ups in [Microsoft Edge](#).

<https://www.howtogeek.com/714111/how-to-stop-annoying-website-notification-pop-ups-in-edge/>



*"You have it backwards. When you're having an online meeting, you're supposed to look good from the waist up."*



*"Our TV has a 'fair' feature. It knows when you've dominated the TV, so it automatically switches over to my show."*

