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**Fred Holzager,
 IT Director**

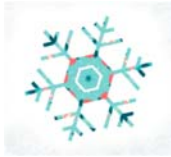
**Holzager Technology Services
 and
 Publisher of
 The Tech Insider**

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Snapple Real Fact # 1233
 It takes around 200 muscles to take a step.

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The Tech Insider



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

Alert! Your Passwords May Not Be Secure

A password policy designed for federal agencies must be secure, right? Surprisingly, that hasn’t been the case according to the National Institute of Standards and Technology (NIST). Responsible for password best practices still in use today-the combination of letters, numbers and capitalizations-NIST admits that the existing guidelines were somewhat misguided. Find out why and what steps you need to take to ensure that your passwords are uncrackable.



The Problem

The issue isn’t necessarily that NIST advised people to create passwords that are easy to crack, but it did steer people into creating lazy passwords, using capitalization, special characters, and numbers that are easy to predict, like “P@ssW0rd1.” This may seem secure, but in reality, these strings of characters and numbers could easily be compromised by hackers using common algorithms.

To make matters worse, NIST recommended

that people change their passwords regularly, but did not define what it actually means to “change” them. Since people thought their passwords were already secure with special characters, most only added one number or symbol. NIST essentially encouraged everyone, including you and your colleagues, to use passwords that are hard for humans to remember but easy for computers to guess.

The Solution

One cartoonist pointed out just how ridiculous NIST’s best practices were when he revealed that a password like “Tr0ub4dor&3” could be cracked in only three days while a password like “correcthorsebattery staple” would take about 550 years.

Simply put, passwords should be longer and include nonsensical phrases and English words that make it almost impossible for an automated system to make sense of.

(Continued on page 2)



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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

"Judging a person does not define who they are. It defines who you are."

Anonymous

"Live today the way you want to be remembered tomorrow."

Dillon Burroughs

"To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment."

Ralph Waldo Emerson

"Time you enjoy wasting is not wasted time."

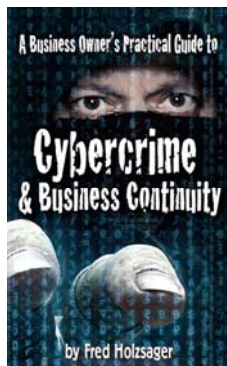
Marthe Trolly-Curtin

"Wise men talk because they have something to say; fools talk because they have to say something."

Plato

"If opportunity doesn't knock, build a door."

Milton Berle



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Alert! Your Passwords May Not Be Secure

(Continued from page 1)

Even better, you should enforce the following security solutions within your company:

Multi-factor Authentication –

Only grants access after you have successfully presented several pieces of evidence. The extra layers of security require not only a password and username but also something that only that user has on them or has access to. For example, it can be a code that is sent to their mobile device that they need to click on.



Account Monitoring Tools – which recognize suspicious activity and lock out hackers.

Change Passwords Regularly

It also helps if you schedule a regular password change every 30 to 60 days across multiple sites. Moreover, never use the same passwords for different websites. If you do, you are putting all of your accounts at a high level of risk. And for the best security, completely change your passwords, not just slightly alter them.

When it comes to security, ignorance is the biggest threat. Reading and keeping up with what's going on in computer security is your best defense. If you'd like to learn about what else you can do to become more secure, contact us today at (201)797-5050 or www.tech4now.com.

Troubleshoot Your WiFi With Ease

You've invested in WiFi routers so you can access e-mails, collaborate in real-time, browse Facebook, and watch YouTube videos at blistering speeds. But when your WiFi refuses to work the way it should, the frustration sets in and you begin to contemplate smashing your router into pieces. Avoid the temptation with these easy ways to troubleshoot five common WiFi problems.

Range Constraints

WiFi works via radio waves which are broadcast to all possible areas from a central hub, usually a piece of hardware known as a router. In order to avoid a weak signal in your office, make sure:

- Your router is placed in a centralized location and not tucked away in the farthest corner of your facility.

- Your WiFi antennae are either in a fully horizontal or vertical position for optimal signal distribution.

Note that WiFi range constraints can also occur from interference, so if your office is situated in a highly populated area, try changing your router's channel.

Slow speed

Despite using high-speed or fiber optic internet, slow load times can still occur for a number of reasons. To eliminate this, try the following:

- Make sure your router is located in the same room as your endpoints.

- Have more access points to better accommodate a high number of connected devices.

- Close bandwidth-intensive applications such as Skype, Dropbox, YouTube, and Facebook.
- Disable your router's power-saving mode.
- Select a new router channel to avoid network bottlenecks.

Connection Issues

We understand how frustrating it can be when the WiFi network shows up on your device but you just can't seem to get it to connect. Before you give up, these solutions might help:



- Determine whether your WiFi connection is the problem or if your internet is down by plugging in your laptop directly into the router via an Ethernet cable. If you get a connection, then your WiFi is the culprit.

- Reset your router with a paperclip or a pen and hold down that tiny button for about 30 seconds.

- Try rebooting your device.

Unstable Connection

Random drops in WiFi connection can happen from time to time. If this has become a constant nuisance in your office, try the following quick fixes:

- Move your router to a different spot or even a different room.

- Avoid having multiple access points in the same location as they can confuse your device.

Network Not Found

Glitches in the router can result in your WiFi network not appearing at all. Two solutions that can resolve the problem are:

(Continued on page 3)

Trivial Matters

Winter rolls in on December 21 at 11:28 am ET. The shorter, colder and grayer days are cause for despair for many of us. But don't fret—there are many wonderful things about winter—snowmen, ice skating, and warm fireplaces. And don't forget...each day after the Winter Solstice we gain back more and more daylight! Here, are some winter fun facts to brighten your mood.

- * The earth is actually closest to the sun during winter.
- * Every winter, at least one septillion (that's 1, followed by 24 zeros) snow crystals fall from the sky.
- * A foot of snow, when it melts, produces only one inch of water.
- * Around 12% of Earth's land surface is covered in snow and ice.



- * The definition of a blizzard is when visibility is reduced to ¼ of a mile, winds are 35 mph or more and it lasts at least 3 hours. Otherwise, it is just a snowstorm.
- * The snowiest city on Earth is Aomori City in northern Japan which receives 312 inches, or about 26 feet, of snow on average.
 - * More than 22 million tons of salt are used on U.S. roads each winter.
 - * According to Physics, it's best to use wet snow to make a snowman.
 - * Chionophobia is the persistent fear of snow, especially becoming trapped by snow. (*We certainly hope that doesn't happen!*)

Stay safe and warm this winter!

Troubleshoot Your WiFi With Ease

(Continued from page 2)

- Disconnecting the router from the power source and waiting at least 30 seconds before reconnecting it.
- Checking to see how old your router is; if it's over three years old, you're probably due for a replacement.

When you experience WiFi issues, these tips will help you avoid serious downtime. However, if you'd rather have a dedicated technology provider take care of your hardware needs, contact us by phone at (201) 797-5050 or online at <https://www.tech4now.com/about-us/contact-us> and we'll be happy to help.

Quick Tech Productivity Pointers

Enlarging the Screen in Windows 10

Windows 10 has a magnifier utility that allows you to enlarge the screen and adjust the level of magnification. Below we show you the steps as well as the shortcuts.

To activate the magnifier, press the Windows (⊞) and plus (+) keys together. To change the magnification level, press the Windows, Control and M keys to open the Magnifier



settings box. (You can also take the long way by going to the Start menu, clicking the gear-shaped settings icon on the left side, choosing the Ease of Access icon and then selecting Magnifier.) When the settings box opens, go to the Magnifier options area and under "Zoom level increments," select a smaller percentage than the default 100 percent. Choosing a lower number — like 25 percent — gives you smaller degrees of magnification for zooming. For example, instead of zooming in by

100 percent each time you press the Windows and + keys to turn on the Magnifier and then increase the zoom level of the screen, you can zoom in more gradually in 25% increments as you repeatedly press the keyboard shortcut.

The Magnifier utility has quite a few shortcuts of its own, which can save you from fiddling with the mouse while you enlarge parts of the desktop for easier reading. To see the list of commands, scroll down to the Keyboard Shortcuts section of the Magnifier settings box. We've included some here:

Shortcuts

- Turn Magnifier On: Windows Key (⊞) + Plus (+)
- Turn Magnifier Off: Windows key (⊞) + Esc
- Open Magnifier Settings: Windows Key+Ctrl+M
- Zoom In: Windows Key (⊞) + Plus (+)
- Zoom Out: Windows Key (⊞) + Minus (-)

If you need more help with Windows 10, contact us today by phone at (201) 797 -5050 or www.tech4now.com.



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.



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Feedback & Suggestions...

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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- ✓ Voice over IP phone systems

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"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

December 2017

The Lighter Side...

For Entertainment Purposes ONLY!

What's In A Number?

Three men pace in the hospital waiting room, their wives about to give birth. A nurse approaches the first and announces, "Congratulations! You're the father of twins!" "Wow! What a coincidence, I work for the Minnesota Twins!" answers the new father. Soon the second guy gets his good news, "Congratulations! You're the father of triplets!" "Strange!" he says, "I work for the 3M company!" The third man looks pale and shaky as the nurse starts in his direction. The other two look concerned. "What's wrong?" "I work for 7 UP!"



The Perfect Woman

A man is dining in a fancy restaurant, and there is a gorgeous redhead sitting at the next table. He has noticed her since he sat down, but lacked the nerve to talk with her. Suddenly she sneezes and her glass eye comes flying out of its socket towards the man. He reaches out, grabs it out of the air, and hands it back. "Oh my, I am so sorry," the woman says as she pops her eye back in place. "Let me buy you dessert to make it up to you." They enjoy a wonderful dessert together, and afterwards, the woman invites him to the theater and drinks. After paying for everything, she asks him if he would like to come to her place for a nightcap and stay for breakfast. The next

morning, she cooks a gourmet meal. The guy is amazed! Everything has been incredible! "You know," he said, "you are the perfect woman. Are you this nice to every guy you meet?" "No," she replies. "You just happened to catch my eye".

Handle With Care

A funeral service is being held for a woman who has just passed away. At the end of the service the pall bearers are carrying the casket out when they accidentally bump into a wall, jarring the casket. They hear a faint moan. They open the casket to find that the woman is actually alive. She lives for ten more years and then dies. A ceremony is again held at the same church and at the end of the ceremony the pall bearers are again carrying out the casket. As they are walking the husband cries out, "WATCH OUT FOR THE WALL".

Nuts For You

A guy goes into a bar. He's sitting on the stool, enjoying his drink when he hears, "You look great!" He looks around - there's nobody near him. He hears the voice again, "No really, you look terrific." The guy looks around again. Nobody. He hears, "Is that a new shirt or something? Because you are absolutely glowing!" He then realizes that the voice is coming from a dish of nuts on the bar. "Hey," the guy calls to the bartender, "What's with the nuts?" "Oh," the bartender answers, "They're complimentary."

