

This email is being sent to Official Faculty & Official Staff

Tuesday
July 9
2024

Technology Training and Tidbits

Technology training information, updates, and tips for
Goucher faculty and staff.

Volume 2
Issue 7

Summertime Tech Protection

Summertime is finally here! With longer, warmer days, we anticipate gatherings with family and friends, relaxing vacations and new experiences. Along with this comes traffic, crowds and long lines. Before you start your summer activities, be sure your technology is secure, so you're not stuck with one bar on your cell phone, weak computer performance, shotty Wi-Fi, or a data breach! To keep you calm and your technology cool, consider these summertime tech tips:

Stay Out of The Sun. Keep your technology out of direct sunlight or use a cooling pad to prevent performance issues due to overheating. Shut off technology while not in use and avoid leaving devices in your car whenever possible.

Consume Battery Power. Disable extra features such as Wi-Fi, Bluetooth, and GPS to consume less battery usage and decrease heat output.

Limit Public Wi-Fi Use. Free Wi-Fi is appealing, but also exposes you to security risks. It's better to use your cell phone as a hot spot when you need a secure connection.

Update Your Software. Keep your technology operating system and software updated. Turn on automatic updates and backup your data regularly, including cell phones, mobile devices and apps.

Manage Mobile Device Security. Use security settings for devices to lock them with a PIN or biometric such as a fingerprint. Use multi-factor authentication (MFA) when accessing online applications or accounts.

Beware of Phishing Scams. Be suspicious of texts and phone calls that ask for personal information and be cautious of emails from people you don't know. In these situations, if you

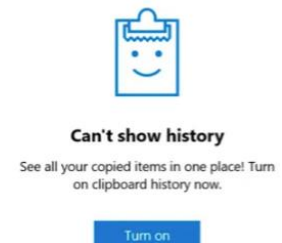
think there's a need to take action, it's always better to contact the company or person you trust directly instead of responding to these types of calls or messages.

With these tips, you'll enjoy your summertime activities with fewer technology concerns. If it's too hot for you to work comfortably, it's too hot for your technology to work efficiently. Stay cool this summer!

Quick Tip!

View and Manage Clipboard History

Did you know you can view and manage multiple items on your clipboard? Yup, Microsoft has a feature called Clipboard History that enables you to view the last 25 items added to your clipboard. You can do the same on a Mac with a few extra steps. Here's how:



For Windows PC users:

1. Enable Clipboard History - Simply press the Windows key + V to turn it on.
2. Once activated, press the same key combination to access your clipboard history at any time. You'll see a list of items that you've recently copied, including text, images, and other media.
3. Pin frequently used items. Click the ellipsis next to the item you want to pin, then select "Pin" from the pop menu. Pinned items remain in history even after rebooting your computer or after selecting, "Clear All." This is extremely useful for tasks that require frequent copying and pasting, such as writing reports or compiling data.

Clipboard History also syncs across your devices, so you can even access your clipboard items on other Windows devices. It's a small but powerful tool that can significantly enhance your productivity and streamline your workflow. For more information visit the Microsoft Support article, [Clipboard in Windows](#).

For Mac Users:

Mac's clipboard allows you to view only the last item copied to your clipboard. To do so, go to Finder, click Edit and select Show Clipboard. Mac's also have a Universal Clipboard which allows you to copy text from one Apple device to another Apple device after continuity requirements are met*.

However, to view multiple items added to your Mac clipboard, a third-party app is needed, such as [Pasty](#).

For more information on how to use clipboard features on a Mac, view [How to View the Clipboard History on a Mac](#). *For information on continuity requirements, view [Copy and paste between devices from your Mac](#), from Apple Support.

IT Training Events

Beyond the Basics - Workshops that build on foundational training.

Teams for Online Meetings: Interactive Features

July 16, 2024 / 11:00 - 12:00 p.m. / Online

You've mastered the fundamental aspects of joining, scheduling, and hosting Teams meetings. Now, let's explore advanced features. Discover tools to elevate your screen-sharing experience, including a laser pointer, whiteboard and annotation, and enhanced content viewing features like panning and zooming. Learn how to set up breakout rooms for focused participant interactions and activate live captions and transcriptions for accessibility.

Productivity Pros – Workshops geared toward adding new skills for productivity.

NEW! Working with Microsoft Forms

July 23, 2024 / 1:00 – 2:00 p.m. / Online

Explore the awesomeness of Microsoft Forms in our upcoming workshop! Whether you're a new or experienced user, this session will have something for everyone. Join us as we dive into the ins and outs of Microsoft Forms, learning how to create surveys, quizzes, and polls that pack a punch. We'll show you how to customize your forms, collect responses, and view forms reports.

[Click here to view course descriptions and register for IT workshops.](#)

To view previous editions of the Technology Training & Tidbits newsletters [click here](#).

To make a training request for yourself or your department, please contact the Help Desk at helpdesk@goucher.edu.

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).