

This email is being sent to Official Faculty & Official Staff.

Wednesday
April 16
2025

Technology Training and Tidbits

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

Volume 3
Issue 4

Secure and Simplify Logins with a Password Manager



As the risk of cyber threats increases, managing your passwords securely is more important than ever, especially in higher education, where access to sensitive student and institutional data is part of our everyday work. Using the same password across multiple accounts or relying on browser-based storage can leave your information vulnerable. A password manager offers a safer, smarter solution.

Protecting your digital identity and the data you access starts with better password habits. A password manager is one of the easiest and most effective ways to enhance your cybersecurity. With a password manager, all you need to remember is one master password. The tool can then assist with creating strong passwords and automatically filling in your credentials, saving time while reducing the risk of password reuse or weak passwords.

Plus, unlike browser-based storage, password managers use encrypted vaults and often offer two-factor authentication for added protection. Many also notify you if a password appears in a known data breach, prompting you to take immediate action.

While we don't endorse a specific password manager, we encourage you to explore the links below to learn more about both free and premium options. Getting started is simple, choose an

option that best fits your needs, import your saved passwords, and begin generating stronger more secure passwords moving forward.

Articles about Password Managers:

[The Best Password Managers](#)

[The Best Password Managers to Secure Your Digital Life](#)

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

Quick Tip: Create a Transparent Hotspot

Do you find that links in your document are sometimes lost when converting to PDF, especially when using SmartArt? If so, one solution is to create a transparent hotspot – a clickable area in your document.

Transparent hotspots make adding and maintaining links possible when converting to PDF. Hidden interactive zones can be placed over images, and diagrams, including SmartArt text, letting users click without altering the layout. It's ideal for training guides, interactive manuals, and knowledgebases, to keep your content clean while enhancing usability.

Simply insert a shape, apply a hyperlink, remove its fill and outline, then position it over the desired area. That's it! In just four steps you've created an invisible interactive element that works even when converting to PDF. It's a simple way to boost interactivity while preserving your document's design.

IT Training Events

Check out our scheduled training events. Feel free to register for all that interests you. Seats are limited, and sessions with low interest could be cancelled, so please [register](#) soon to save your spot!

Productivity Pros – Workshops geared toward adding new productivity skills.

NEW! Mastering Automation with Macros, Templates and Shortcuts

April 29, 2025 / 2:00 – 3:00 p.m. / Online

This training class will equip participants with the skills to automate repetitive tasks in Microsoft Word, Excel, and PowerPoint using built-in tools like macros, templates, and

shortcuts. Participants will learn how to record and run macros, create reusable templates, and use automation features to improve productivity in everyday tasks.

Keep an eye out for our summer schedule of workshops coming in the May issue.

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

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

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