

Computer Resources from Marie Leslie

This is the computer world according to Marie. I don't have any financial connection to any of these companies. These are just what I use and recommend or what has been recommended to me. **I may update this periodically as I receive new information.** They may or may not work for you. If you have an app that you love, I'd love to know what it is.

Computer Security

All computers need to have virus protection. For Windows machines, the built-in Windows security is sufficient. You do NOT need Norton, MacAfee, Avast, Avira, etc. It has been my experience that they cause more problems than they prevent. I have not had a third-party anti-virus program in more than a decade and have never had a virus. Windows 8 and higher include a security program called Windows Defender which does what the other programs do, only better.

The one program I do have and run regularly is [Malwarebytes](#). I run it weekly to make sure I have no malware on my computer. The free version removes malware and viruses; the paid version prevents them from installing themselves on your computer. The paid version starts at \$40/year.

If you are concerned about data breach, there is a free site that will allow you to check if any of your email addresses have been comprised.

Go to [have I been pwned?](#) To see if your email address is secure.

To avoid data breaches, phishing attacks or downloading viruses, do not ever click on a link that is not from a trusted source. If you receive an email that says you have a security breach, that you need to change a password (unless you requested a password change), or that there is a security concern with a product you ordered on line, DO NOT click on the links in those emails. Instead, open your browser and go to that website's home page, either by clicking on a previously bookmarked link or using the search bar.

Web Browsers

For Windows, the only browsers you should be using are Chrome or Firefox. Do not use Explorer or Edge, which are notoriously insecure and buggy. Safari, Chrome and Firefox are recommended for Macs.

Adblockers

Adblocker software can help prevent malware and viruses. While you will sometimes have to disable your adblocker for certain websites (CBS.com comes to mind), for the most part adblockers will give you a cleaner and less cluttered browsing experience.

My personal favorite is [Ublock Origin](#). Ublock will not only block ads in sites, but will prevent you from going to a site that has various ad programs installed. This does not mean those sites are necessarily bad. It will ask you before going to the site if you want to proceed. [Privacy Badger](#) is also highly recommended.

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Online Data Backup Systems

If you are not backing up your computer regularly, you are playing Russian Roulette with your data. The average cost of a hard drive recovery is \$700-\$1200 IF they can recover it. It's not a matter of IF your hard drive will fail, but WHEN. It ALWAYS happens eventually.

For automatic backup of your computer data, I recommend

[Carbonite](#) -- Starts at \$72/year for one computer.

[BackBlaze](#) -- Starts at \$60/year for one computer.

For the record, the best way to archive your photographs is to print them. Period. Digital backups are great, but printed photographs are the best way to preserve them. This means printed on photo paper from a photo lab.

File Sharing and Cloud Storage Apps

File sharing is an easy way to make files available to other people, to other devices, or to work on a project with someone else. They do not automatically back up files. However, you can upload files to these apps for storage.

[DropBox](#) – Dropbox starts out at 500 mb of space for free. However, you can receive additional DropBox space by completing some start-up tasks or by inviting friends and having them sign up for free DropBox accounts. You can also purchase additional storage.

[Google Drive](#) – This is also free up to 15 GB of space. If you have Gmail or Google Photos, these count toward your 15 GB. You can purchase additional storage.

[Amazon Drive](#)—If you have an Amazon Prime Membership, you can get unlimited photo storage and up to 5 GB of video storage for free.

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Password Management Systems

You NEED to have secure passwords. This means you probably won't be able to remember them. And yes, especially for sites that contain sensitive information, i.e., health, finance, social media, email, google account, they should all have unique and complex/secure passwords.

When you set up an account that asks you to set up security questions, here's a bonus hint to keep them secure. NEVER answer the questions with the "real" answer. They don't care what you put down as long as you remember. For example, if they ask for your mother's maiden name, don't give them your mother's maiden name. Use another word like "pizza" or "New York."

This is what security experts recommend. It only matters that you put in some word as an answer. Your mother's maiden name, and other similar answers to security questions are easily discoverable, and make those security questions not so secure. Using a random word or phrase as the answer increases your security. Just keep track of what you put for the answer.

[LastPass](#)—Stores and manages your passwords securely so you can have actual secure passwords that are not easily hackable—and you don't have to remember them all.

Comes in free and paid versions. They have a family version for only \$4/month, so if you share many accounts with a family member this is an easy way to keep them secure and accessible to up to 6 users. Of the two, this one is easier for most people to manage and navigate. LastPass will also create strong passwords for you.

[KeePass](#)-- Stores and manages your passwords securely so you can have actual secure passwords that are not easily hackable—and you don't have to remember them all. This is free, but it is much more difficult to set up if you're going to have more than one user or multiple devices.

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Most Hacked Passwords

How secure are your passwords? If it's on the list below, the answer is "not at all." You may want to check your passwords to make sure you're not using one of 2017's most commonly stolen passwords, according to IT security company SplashData.

- 
- | | |
|--------------|--------------|
| 1. 123456 | 14. Login |
| 2. Password | 15. abc123 |
| 3. 12345678 | 16. starwars |
| 4. Qwerty | 17. 123123 |
| 5. 12345 | 18. Dragon |
| 6. 123456789 | 19. passwOrd |
| 7. Letmein | 20. master |
| 8. 1234567 | 21. hello |
| 9. Football | 22. freedom |
| 10. Iloveyou | 23. whatever |
| 11. Admin | 24. qazwsx |
| 12. Welcome | 25. trustno1 |
| 13. Monkey | |
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Device Basics

Tablets and Phones have 2 main operating systems

iOS—for products made by Apple

Android—for everything else in the world

Computers also have two main operating systems. Mac and Windows. There is also Linux, used primarily by those in the tech industry. It pretty much will not run any program you want to buy. You can run Office Libre on it, which is more or less free versions of Microsoft Office. However, they are not always 100% compatible. The only two people I know who are using Linux are my son, who is a geek, and Mandy Kluza.

Taking Care of Your Devices

Cases and screen protectors are CHEAP compared to the cost of repair or replacement.

You can buy them for less than \$10 for phones and less than \$20 for tablets on Amazon or at any large store. Be sure you are buying the right case and screen for your device. They are NOT one size fits all.

To clean the screen, I recommend the little cloths you use for cleaning eyeglasses. DO NOT ever spray any kind of cleaner on your device screen or on your computer screen.

Water and heat are the enemy of all electronics. Keep your devices away from water and do not leave them in hot cars. Both will shorten their lives. If you do get your device wet (like dropping it in the toilet), immediately remove the battery if you have a device where you can do so. Apple phones and some Androids do not have removable batteries. Also, remove your SIM card and your external memory card if you have one, carefully blot dry and put them in a safe place. These are tiny. If you lose them, your phone won't work. You will have to go get a new SIM card from your provider. Putting the device in a bowl of rice may or may not work. You may have to take it to a repair shop.

Charging

If your phone or tablet can be charged on a flat charger, I recommend it. If you are plugging in your device to charge it, use some care. Plug the charging cable straight in and remove by pulling straight out. Do not wiggle it around or try to force it. Replacing the charging port on a phone or tablet can be an expensive proposition.

Letting your phone or tablet die completely is a bad idea. Chargers are cheap, at least for Android. Apple may cost a little more since they are proprietary. Keep a charger in your car. It should be part of your emergency kit. If you are frequently away from a charger for extended periods, consider buying a portable charger. These can run anywhere from about \$15 to \$50 depending on the features and capacity. You can even buy a solar charger if you're a camper/hiker or a serious prepper. They run at least \$100.

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Your device does not need to be fully charged at all times. I generally charge mine when it is between 40 and 50%. I do not always charge it to a full charge. It depends on my time. For the most part this means my phone gets charged every 2-3 days, sometimes more often, and my tablet gets charged about twice a week.

Device Features

Flashlight

Most phones have a flashlight setting. Some can be activated or de-activated by shaking the phone. You'll have to try it with your phone to see.

Do Not Disturb

You can set your device not to give you notifications or calls during certain hours. My tablet is permanently set to Do Not Disturb.

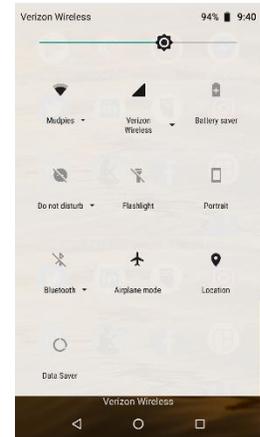
Airplane Mode

This turns off the ability to make and receive calls, texts, use social media or any app that requires data or internet. **If your device isn't working or won't connect to the internet, this is the first thing to check. Make sure it is not inadvertently turned on.**

Volume

Most phones have three volume settings. One is for media (music, videos, podcasts, etc.), one is for ringtones, notifications and call volume, one is for your alarms.

On most devices the general volume setting will be controlled by the buttons on the right side of your device. The top button increases volume, the bottom button decreases it. Once you bring up the controls by pushing those buttons, you can use the sliders on the screen to adjust the specific volume you want.



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Security

Your device should be kept locked. You should use either a password, a fingerprint recognition, or a PIN to unlock your phone or tablet, depending on the type of device you have. If you lose your phone or it is stolen, you do not want to make it easy for a thief to access your information. You can also use device tracking on your device. Both Android and Apple offer this option.

For Google, go to <https://www.google.com/android/find>. From this webpage, you can make your device ring, even when it is set to silent (useful when you lose the phone in your house), you can remotely lock it and sign out of your Google Account. You can also make it display a message on the lock screen. You can still locate your device after you lock it. You can also erase all the content from your device, though once you do this, you will not be able to locate it. You will need to have Location services turned on to use this, but if you use Google Maps, you likely have it turned on.

For Apple devices, go to https://support.apple.com/kb/ph2698?locale=en_US. You do need to set this up on your device ahead of time.

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LDS Tools

Introduction to LDS Tools

The LDS Tools app provides members of The Church of Jesus Christ of Latter-day Saints with the ability to contact ward and stake members, access event calendars, and locate Church meetinghouses. Leaders can also access additional membership information and reports.

Key Features

- **Directory.** Access contact information, membership information, such as household members, and photos of members in your ward and stake.
- **Callings.** Access calling information of members in your ward and stake.
- **Missionary.** Access contact information of full-time missionaries assigned to and serving from your ward or stake.
- **Lists.** Create custom lists of members in your ward and stake.
- **Calendar.** Access the event calendars for your ward and for your stake.
- **Reports.** Ward and stake leaders (including ward Melchizedek Priesthood and auxiliary presidencies) may access membership reports for members of your ward and stake.
- **Meetinghouses.** Find meetinghouse information, including the building address, sacrament meeting times, and the bishop's contact information.

To update your contact information, (phone number, email), photo or privacy settings, select yourself in the directory and choose **Edit**.

If you cannot remember your LDS Account Login information, visit the LDS Account Recovery site at <https://account.lds.org/recovery>

To reset your LDS Tools PIN or passcode, enter it incorrectly five times to be signed out of LDS Tools, and then sign in again.

Creating Lists and Sending Group Messages or Emails with LDS Tools

1. Choose Lists from the menu.
2. Click the red + button to create a new list.
3. Give your new list a name.
4. Type in the names you want included.
5. Click the mail icon at the top.
6. Select the names you want to include or choose "Select All."
7. When your email app opens, draft and send an email
8. To send a text, choose the red Message icon in the lower right. Select recipients and send your text.

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Social Media Basics

Facebook

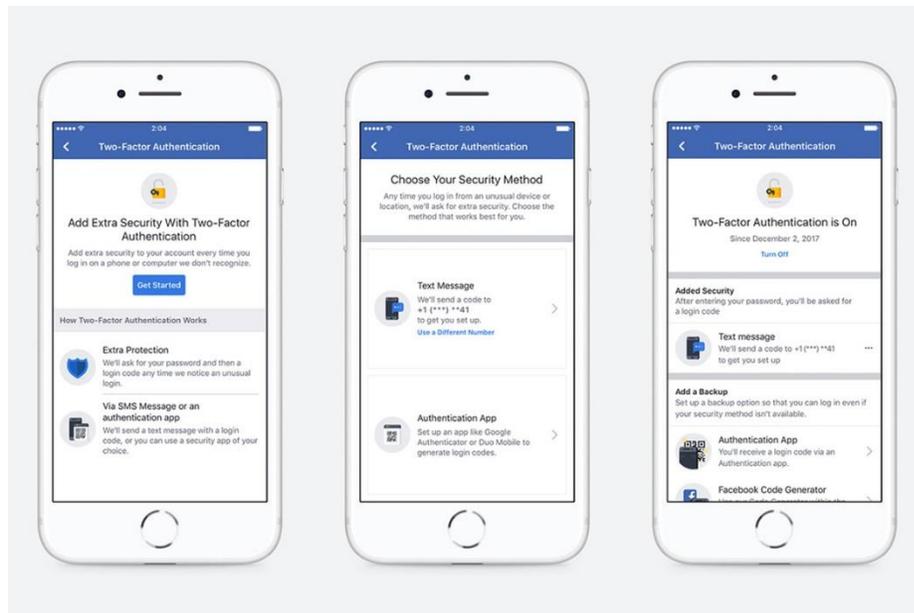
1. Facebook Pages, Profiles & Groups. What's the Difference?

- a. **Profile:** Your personal Facebook Account. This is your “base of operations. “ You’ll set your security here, be able to see your FB friends here. All of the posts you make will also be shown here.
- b. **Page:** A Facebook page is like a profile for a business, organization or event. Pages cannot have friends, though you can follow a page by “liking” it. Pages are visible to the public. Posts made by anyone other than the page owner may or may not show up and posts made by pages you have liked will only show up periodically in your news feed. They are generally promotional in nature, and not always a great way to share information as Facebook limits the number of people who will see the page’s posts in their newsfeed to about 10-20% of those who have liked the page.
- c. **Group:** A Facebook group can be set up for a business, an organization, a church, a family, friends, an event. There are no restrictions on who can create a group or for what purpose. Groups come in three types:
 - i. **Public:** Anyone can see the posts in the group whether they are a member of the group or not. The group can be found in a Facebook search. You must be a member of the group to post or comment on a post.
 - ii. **Closed:** Anyone can find the group in a Facebook search. However, only group members can see posts in the group, make posts or comment on posts. They are NOT visible to non-group members.
 - iii. **Secret:** The group is excluded from Facebook search. The only way to find the group is for a member of the group to provide you with the link. Only group members can see posts in the group, make posts or comment on posts.

Facebook Security

1. I recommend two-factor authentication for your social media accounts. Two-factor authentication means when you sign in to your account, Facebook will send you a text with a code that you will need to enter to verify your identity before you can complete the sign in and access your account. You can find the instructions for how to set up two-factor authentication on Facebook [here](#).

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2. To customize your settings on Facebook, scroll to the settings menu. Here you can decide how Facebook contacts you, who can see your posts and interact with you, who can send you friend requests, whether you can be tagged in posts and photos

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My Favorite Apps

[RescueTime](#)—free for personal use. Tracks where you go online and how much time you spend there.

[Toggl](#)—free for personal use. Use this to track how much time you spend on different computer tasks. You have to turn this one on and off yourself.

[Google Calendar](#)—You can create multiple color-coded calendars and share them, including one for each family member.

[Google Keep](#)—Use this to make notes, save links (with annotations and notes), create reminders, save images, and make audio notes.

[Evernote](#)— Use this to make notes, save links (with annotations and notes), create reminders, save images, and make audio notes. Has both free and paid options.

[Listnote](#)—Android, not sure if it's on Apple. Creates speech-to-text notes on your phone or tablet. Also allows you to make text notes.

[Trello](#)—Project Management. I use this for keeping track of goals, projects, to-do's, business, home, etc. Has free and paid versions. I have found the free version to be more than adequate. You can share Trello boards and projects with other people or use it solo.

Screenshots—Each phone and tablet take screenshots differently. On a Windows computer you can make a screenshot by hitting the PrtSc key and then pasting it into a file. I find it easier to use a Screenshot extension on my browser. It allows me to choose what I want to make a screenshot of, and then crop it before downloading it to my computer as a PNG file. The one I use is a free app called [Awesome Screenshot](#).

Church apps: Gospel Library, LDS Tools, LDS Hymnbook, FamilyTree (FamilySearch) You can find these and more [here](#).

Travel apps: Expedia, Booking.com, GasBuddy

[RTD Tickets](#)—I can buy light rail tickets from my phone, plan my trip and see schedules.

GoogleMaps—I use Google Maps for nearly every trip that takes me anywhere outside of Aurora. Not because I don't know how to get there, but it shows me the shortest route and helps me to avoid accidents, traffic jams, road construction and time-consuming detours.

[Google Voice](#)—if you run a side-hustle business or solo business from your home, you do NOT have to use your cell phone number for business. This is a free phone number, with awesome voice mail and texting capabilities. I can make and receive Google Voice calls from my computer or my cell phone, using this app, and I can turn it off when I am not working. It emails me a transcript of voice messages, and I can use it for texting as well.

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[Kindle Reader](#)—In addition to reading your Kindle books, you can set it for reading PDF's and for opening the eBooks you can check out from the library. BTW, if you live in Aurora, you can get not only an Aurora Library card, but also Arapahoe County and City of Denver. They all have amazing online and in-library resources and are all different. Amazon frequently offers free books you can download to your devices. Kindle Reader makes it really easy.

Parental Controls

While I have never personally used any of these, I consulted with my “mom advisory group” and these are the most popular recommendations for parental control apps. Some apps are in-home only, others will work on a mobile device anywhere the device goes.

[Kiddle](#)--Google Kid-safe visual search engine. It's free.

[Apple Screen Time](#)—Included with Apple Devices. Time control, limits on specific app usage. Content and privacy restrictions. For Apple only.

[Disney Circle](#) --\$60. Set time limits, pause the internet, set content filters, turn it all off at bedtime. Schedule off time for the internet, get a history, compare usage.

[Family Time](#)—starts at \$1.15/month per device. Location tracking, internet filtering, track calls and texts, view web history, monitor app usage, limit screen time by app, app blocking, app lock, content filters, teen driving speed, panic alerts. Works on Android and iOS.

[Funamo](#)—One-time fee of \$19.99. Internet filtering, device monitoring, control apps and set time limits for Android devices.

[Mobicip](#)—Starts at \$40/year. limit screen time, block apps, games and social media, internet filtering, device tracking (the user is notified), supervise and control video content, check browsing history. Works on Android, Windows, iOS, Mac, and Kindle. And Chromebooks.

[Qustudio](#) --starts at free and has paid plans starting at \$40/year. Blocks content, controls screen time, as well as games and apps, monitor time on social media, monitor calls and texts (including reading texts), set blocked contacts, location tracking and panic alerts. Works on Android, Windows, iOS, Mac, and Kindle.

[Screentime](#)—starts at free, full service is \$4.99/month. Works on phones and tablets. set time limits for usage, schedule blocked and open times, instant device pause, app usage tracking, web history. For Android and iOS (Apple). Not related to Apple's Screen Time app to my knowledge.

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Apple Tutorials

iPad Tutorials—Basics of how to use an iPad. Good step-by-step basics with lots of images.

<https://www.lifewire.com/ipad-training-101-new-users-1994515>

<https://www.lifewire.com/ipad-help-10-lesson-for-beginners-1994410>

iPhone Beginners Guide—step-by-step for using your new iPhone.

<https://www.imore.com/iphone-beginners-guide>

[How to make screenshots on an Apple Device](#)

Android Tutorials

Basic Smartphone Tutorial

This is not device specific but more oriented toward those with Android phones.

https://www.ageaction.ie/sites/default/files/attachments/android_smartphone_handout.pdf

[How to make Screenshots on Samsung Phones](#)

[How to make Screenshots on LG Phones](#)

[How to make Screenshots on Moto Phones](#)

Android Tablets

This is a beginner's step-by-step tutorial for choosing and using an Android Tablet.

<http://www.stevesandroidguide.com/>

<https://android.gadgethacks.com/how-to/android-basics-series-tutorials-for-beginners-0168049/>

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Facebook Groups I Recommend

[Meadowood Ward Facebook Group](#)

[Meadowood Ward Relief Society Facebook Group](#)

[Aurora South Stake Facebook Group](#)

[Aurora South Stake Youth Facebook Group](#)—for youth, their parents and their leaders

[The Church of Jesus Christ of Latter-day Saints Official Facebook Group](#)

Bonus Links and Pages

Come, Follow Me--Links to websites, downloads, activities, games, etc., to enhance lessons and help you with teaching.

[Free Resources for Come, Follow Me from Cranial Hiccups](#)

[Resources for Come, Follow Me from The Practical Dreamers](#)

[Personal Finance Lessons from BYU Marriott School of Management](#)

[BYU Speeches](#)—text, video, or audio from 73 years of BYU Devotionals

[BYUI Devotionals](#)—text, video and audio from the BYUI Devotionals

[LDS Scripture Citation Index](#)—Awesome helps for scripture study that ties into scriptures cited by General Conference speakers since 1942, among other works. A BYU project

[Short Video on Using Social Media for Church Callings](#)—an Official video of the church

[Self-Reliance Resources and self-study lessons from the Church](#)

[Free lessons and homework help from Khan Academy](#)

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Advanced Resources

For the more geek-minded among us, here are some additional resources provided by my resident geek.

[Google Authenticator for Two-Factor Authentication](#)

Two-factor authentication means going through two steps to sign in to a website. This article explains it and allows you to use a Google app to add additional security to your log-ins.

[Computer Backups—the 3-2-1 Strategy \(this is what I use\)](#)

A 3-2-1 strategy means having at least 3 total copies of your data, 2 of which are local but on different mediums (read: devices), and at least 1 copy offsite. For example, one is on your computer, one is on a backup drive, DVD, CD, flash drive or something similar, and one copy is on an offsite backup. It will only seem like overkill until you lose an irreplaceable file. If you run a business (at home or otherwise) this system may be critical to the future of your business.

Turn off Geotagging/Location on your Phone Camera

Most cell phone and tablet cameras have location built in. In many devices, by default this is turned on. While there are reasons to use it, most of the time you do not need it—and you likely do not want it. This means when you take a photo, it will automatically attach to the photo, your exact location on the planet (and I mean exact), the time, the device you used to take it, along with some other photographic information. When you share that photo, you are also sharing all of that information with anyone who views the photo. I strongly recommend you turn this feature off. Here's how.

[Turning off geotagging on Android.](#)

[Turning off geotagging on iPhone and iPad.](#)