Newsletter

Protect Yourself

Apparently, over 80% of hacking-related breaches are due to weak or stolen passwords, so its very easy to dramatically improve security.

In theory, any password can be hacked but cyber criminals will move on to easier victims, if yours presents a challenge. According to The World Economic Forum a 12-character password that has one uppercase letter, one number and one symbol would take a computer 34,000 years to crack and so is considered unbreakable.

The most common passwords (all of which can be cracked in less than 1 second) are: 11111, 2222 etc., 12345, 123456 etc., Qwerty, Qwerty123, Password, Password123 and 1q2w3e.

If you are struggling to come up with an original password we recommend that you use a password generator. There are many free versions on the internet, a number of which will also store your passwords safely and auto fill for you. All you have to do is remember the password that gets you into your password generator. No excuses!!

Bearing in mind the time of year (I refuse to use the C word yet), it is likely that many of you will be undertaking more internet activity than usual. This may require the use of PASSWORDS. I implore you ... please take this seriously - you can make your life easy (and safe) with a password generator/saver. I use Bitwarden - it's free.

Sadly we say good bye to the lovely Ewan this month, although we hope/expect him to drop in regularly to say "Hi".

Finally, a reminder, any referrals that lead to a new client will receive £100 (or luxury hamper) as a "Thank You" and so will their referee. For more info. go to:

https://www.interfuture.co.uk/refer-a-friend

Read on ...

Good luck

Live Long & Prosper

Ah yes, I am of the Star Trek generation - unlike our youngling, Ewan, who leaves us this month for new frontiers. After 4 years of faithful service, he goes with our blessing and best wishes for the future. We are committed to the development of our staff and encourage them to continually add to their skill set with additional qualifications and experiences. Of course, we understand that new pastures are part of that development and personal growth, and so, we wish Ewan all the best in his new role.

Tips & Tricks

Microsoft Office - Pin Files

Pinning Office files (Word, Excel, Power Point) makes them easily accessible by keeping them at the top of a list for quick reference. Here's how:
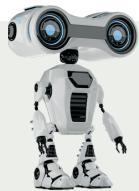
- Open application
- On the home page you will be offered a selection of:
  - New
  - Recommended For You:
    - Recent
    - Pinned
    - Shared with Me
- In the Recent list, hover over the file you wish to Pin, click the Pin icon
- Files can be accessed by clicking the Pinned tab

What's Happening in November

There are far too many (notable) national and international days to fit in here, so forgive me if you're Scottish and I don't mention St. Andrews Day … it's on Thursday 30th, by the way.

We get off to a flying start on 1st with World Vegan Day and National Stress Awareness Day and a favourite is Roast Dinner Day on 4th (a Saturday … words fail me!!).

Obviously, we have Guy Fawkes Night on Sunday 5th (some little misunderstanding in 1605). The 7th is National Hug A Bear Day (neither wise, or possible, in this country, I would have thought). Finally, we must remember Armistice Day on 11th and Remembrance Sunday on 12th. Oh and don't forget Stir Up Sunday on 26th - it's too early to mention what that relates to ….

In Praise of AI ..

There is a lot of fear around AI but there is also a lot to get excited about. The explosion in ai web/app tools is enabling people to do their job better, faster and with less effort. Each month we will review a collection and bring you those that seem most useful:

bowse.ai ⭐⭐⭐⭐⭐

This is a data extraction and monitoring tool. By entering a website address and clicking 1 or 2 buttons, you can extract data from any website. Furthermore, you can set it up to monitor the website and notify you of any changes. A very useful tool and the first 50 credits p/m are free.