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learn. fix. do.

A Message From Betsy and Anne

Happy New Year! We hope that all of you have had a wonderful holiday season and are ready to start 2016 with a fresh outlook on things. A lot of us are probably going to start getting those holiday bills in any day soon now, so why not use the new year as a great reason to start a fresh 2016 budget? Below, you'll find help with creating a budget using Google Drive, apps for your phone or tablet to help you keep your receipts in order, keyboard shortcuts for Excel, and a repair tip too that will keep your power cords in tiptop shape!



It's also a great time to take advantage of the fresh start that the new year brings and make some resolutions where your electronics are concerned. The biggest one? If you're running a computer that still has Windows XP or a Mac that cannot be upgraded past OS X 10.5 (Leopard), resolve that this year you'll buy a new computer. Second, resolve that you'll treat any new devices with TLC by getting your smartphone and/or tablet a cover and screen protector. Remember to keep your laptops and desktops free of dust and grime by wiping them down from time to time with a **damp** microfiber cloth (damp... not one dripping with water). And lastly, resolve not to be afraid to ask for guidance when it comes to your electronic devices and software. We're



UPCOMING EVENTS

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always happy to help!

Happy clicking,



Betsy Sabatini Coyne
Instructor and
Troubleshooter



Waiting for my hot
chocolate to cool
off,



Anastasia Roswell
Repair Tech and
Ugly Sweater
Owner



Are you a member of a community club or organization? Why not have us come speak at your next event! We speak on many topics from social media to learning how to use your smart device. Group size can range from 5 - 30 participants. If you're interested, please [contact us here](#).

Pick My Brain

“Betsy, if I don't have Excel how can I use Google Drive to do my budget?”



First things first - in order to use Google Drive you must have a Google Account. (note: if you have a Gmail email address then you have a Google Account. If you don't, you can sign up for one for free.) A Google Account gives you access to a variety of Google Apps such as Gmail, Calendar and Drive. Google Drive contains cloud storage that Google gives you for free. It also encompasses the Google Docs application for writing letters, Google Slides for making presentations and Google Sheets for making spreadsheets. Follow the steps below to get started!

1. Go to google.com and sign in to your Google Account by clicking Sign In from the upper right corner of your screen.
2. Enter your username, click Next, enter your password, Click Sign In.

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Tech On-The-Go

This past October I sat myself down and decided that it was time to put some sort of budget in place for myself. Not because I spend foolishly, mind you (though the definition of "foolish" might waver to suit my needs at times), but because I like to keep track of where my money goes these days. Ah, to be young and to purchase a tankful of gas, a purple duster, and two tickets to see Prince in concert without adding up the cost...

Perhaps you like to hold onto your receipts like I do but have found that they just wind up stuffed in a drawer until you can go through them and entered into your budget spreadsheet. This is where some clever apps can help. Both apps below can be found for Apple and Android devices and are free to use.



Receipts By Wave is a great little app that looks like a simple piece of software that keeps track of your receipts, but log in to Wave on your computer and you can track your spending and accounting. Personally, I just really like the way that I can take a photo of my receipt and the app reads it and (most times) adds all the info on an easy to read screen. Too, I can find all of my receipts in one place and not have to worry about accidentally throwing one out or losing one around my house. While the simple scanning feature floats my boat, some of you power users might get a kick out of all it can do. Registration is required but the app is free to use.



The second app that we'll look at is called IQBoxy. This app is only for Apple devices for now though they promise that it will be available for Android users soon. IQBoxy is a lot like Receipts By Wave except it also has the added feature of adding a mileage calculator for those of you who drive from place to place for business and keep track of your mileage for tax purposes. Very handy!

You can check out other apps available to you by checking Google Play (Android) and the App Store (Apple) and searching for "receipts" or "receipt tracker". Be sure you check any app that you find out further by visiting the maker's website since some apps cost money to use them each month, but again, the two we've listed here

Private Sessions



Private one-on-one lessons are perfect for anyone who wants to learn more about today's technology but wants to do it at their own pace. We can help you become comfortable with PCs, Macs, tablets, and smartphones, as well as the software on these systems. Need to de-clutter your system or move files from one device to another? We can help with that as well and so much more, all with convenient private lessons! Click [here](#) for our rates.



Tech Club

Learning how to use a new phone or tablet can be frustrating. But with a patient instructor and others learning with you along the way, it can be fun! The [Tech Club](#) gives you a small group learning environment (no more than 8) so that you feel comfortable to ask questions or listen and learn from other

are free to use so enjoy checking them out!

Repair Secrets

By Anne Roswell



All of our portable electronic devices have power cords, but did you know that there's a right way and a wrong way to wrap the cord up for storage when you aren't using it? If you wrap the cord tightly



around the power brick or twist the cord tightly around itself you're asking for trouble. I'm guilty of tightly twisting my laptop cord around the power

brick before shoving it into my laptop bag but saw the error of my ways when I realized that the cord was fraying where it connected to the power brick from the tight pull on the cord itself. Frayed cords and electricity do not go well together as you can imagine so let's talk about how to avoid frayed cords and the expense of having to replace them.

Most Windows based laptops these days have a large square "brick" that is part of the power cord and when packing our computer up to take it with us it's easy to just wrap the cord around the brick. Instead of doing that, take a moment and disconnect (if your power cord comes in two pieces) the two pieces that make up the length of the power cord and wrap them separately like the picture to the right.



Power cords for Apple products can be a bit tricky because the cords are very thin, so the one basic rule here is that whenever you wrap up the cord put a loop at the end where thin cord comes out of the

small power brick like in this picture.

The same goes for carrying the charger for your phone: WRAP LOOSELY. And remember, twisty ties are great in a pinch but look into getting Velcro ties as they last a lot longer and are great for lots of things, not just keeping your cables sorted properly. Amazon.com carries them and you can get a pack of 50 for under \$6.

members of the group. Click [here](#) for our schedule.

If you have an old computer that has conked out on you or that you no longer use we can help de-clutter your home! With prices [starting at just \\$35](#) we'll come to your place (local pick-up is free) and dispose of your computer safely. Check out our [website](#) for more information!

One final thought: please don't continue using a power cord that is frayed. Not only is it bad for your electronic device, it's a fire hazard!

PC & Mac Corner



Learning to use Excel can seem a bit daunting, especially when you look at the top of your Excel page and see all those small icons that each have a special purpose. The thing is, sometimes we just don't want to hunt for that tiny button/icon that will allow us to do something simple like bold a word or print so why not commit some of these easy keystroke commands to memory to make things go more smoothly?



Mac users, read on to find out what keystrokes to use to make using Excel quicker.

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Windows users, follow this link to see what keystrokes to use with your keyboard to get the most out of Excel.

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"I'm trying to back it up, but I can't find reverse."

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