

Holzager Technology Services, LLC
P.O. Box 535
Fair Lawn, NJ 07410-0535
(201) 797-5050
info@tech4now.com



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Fred Holzager,
IT Director
Holzsager Technology Services
and
Publisher of
The Tech Insider

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Snapple Real Fact #408

“Panda bears at up to 16 hours a day.”

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The Tech Insider

“Insider Tips To Make Your Business Run Faster, Easier and More Profitably”



An Abridged Guide to Encryption Methods

Encryption is a method of securing information. It converts readable data into secret code. Only the right key can decode it. This guide will help you understand different encryption methods.

What is Encryption?

Encryption is like a secret language. It converts regular text into unreadable text. This unreadable text is called ciphertext. Only people who have the right key will be able to convert it into normal text, called plaintext.

Why Do We Use Encryption?

We use encryption to keep our information safe. It makes our data safe from hackers. This is very important for privacy and security.

How Does Encryption Work?

Encryption uses algorithms and keys. An algo-

rithm is a set of rules for solving problems. A key is somewhat like a password that unlocks the secret message.

Symmetric vs Asymmetric Encryption

Symmetric encryption uses the same key for encryption and decryption. The same key is shared between the sender and receiver. It’s fast but less secure when the key is shared.

Asymmetric encryption uses two keys: a public key and a private key. A public key can encrypt a message, while a private key can decrypt it. It’s more secure since only the private key unlocks the message.

What Are Some Common Encryption Methods

- AES (Advanced Encryption Standard)

(Continued on page 2)



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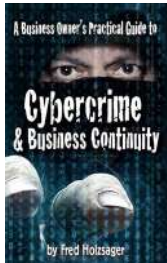
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Quotations

- "The quality, not the longevity, of one's life is what is important."*
—Martin Luther King, Jr.
- "People who think they know everything are a great annoyance to those of us who do."*
—Isaac Asimov
- "There's a fine line between fishing and just standing on the shore like an idiot."*
—Steven Wright
- "A single twig breaks, but the bundle of twigs is strong."*
—Tecumseh
- "Being deeply loved by someone gives you strength, while loving someone deeply gives you courage."*
—Lao Tzu
- "I know not with what weapons World War III will be fought, but World War IV will be fought with sticks and stones."*
—Albert Einstein

Read Fred's Book!



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An Abridged Guide to Encryption Methods

(Continued from page 1)

- **RSA** (Rivest-Shamir-Adleman)
- **DES** (Data Encryption Standard)
- **ECC** (Elliptic Curve Cryptography)

How Do We Use Encryption in Everyday Life?

• **Online Shopping.** When you purchase online, your payment information is encrypted. This protects your credit card information against hackers.

Example: While using a shopping website, always check the left side of the address bar for a "lock icon" , left-click the lock icon, click on "Connection is secure," and click on the certificate icon  at the top-right of the pop-up box to examine and compare the Common Name of the site the URL displaying your data entry. If it does not match, *proceed with caution.*

• **Messaging Apps.** Apps like *WhatsApp* use encryption to keep your messages private. Only you and the person you are chatting with can read them.

• **Email Security.** Many email services use encryption to protect your emails from being read by others (e.g., "ZixEncrypt").

Example: When you mail a birthday card to a relative with a check or gift in it, do you always remember to seal the envelope *or not?*

What Are the Challenges of Encryption?

• **Key Management.** If some person loses their key, they probably will lose their data.

Example: You have enabled BitLocker encryption on your Windows Pro computer, then you reboot with Safe Mode, but have not noted the 48-digit *Bitlocker Recovery Key*, so you cannot

"A key is somewhat like a password that unlocks the secret message."

open the operating system. (NOTE: sometimes, if you reboot again in normal mode, you will regain access to your Windows OS. It's critical to print or save your recovery key to a USB or on your Microsoft account.)

• Performance Issues.

Encryption could slow down the systems since it needs processing power for encryption and decryption.

Example: Envision yourself running in a foot race and you have been selected to run with a 15 pound knapsack strapped to your back as a test. Will you run the same distance with the same finishing time as when you were not burdened?

How Can You Stay Safe with Encryption?

• **Use Strong Passwords.** Always use strong passwords for accounts and devices. That will make hacking difficult as it will take more time for hackers to access.

• **Keep Software Up-to-Date.** Regularly update your software to protect against security vulnerabilities in software.

• **Use Caution with Public Wi-Fi.** If you need to use public Wi-Fi, avoid sensitive transactions unless you can encrypt your internet connection using a VPN.

Ready to Secure Your Data?

Encryption helps protect your personal information from threats. Understanding different methods can help you choose the right one for your needs. If you need help securing your data, contact us today!

QUICK SECURITY TIPS: Most banks have an app or online access. If you use either, make a habit of checking the balances of your accounts often to verify the balances are in line with your records. For added protection, banks also allow you to setup alerts for whenever certain conditions occur—such as a change in your account balance. This will allow you to be made aware of any suspicious activity.

"I DIDN'T KNOW"

Unfortunately, That Excuse Doesn't Replenish Your Bank Account, Resolve A Data



Breach Or Erase Any Fines And Lawsuits.

It's coming ...

- That day a hacker steals critical data, rendering your office useless
- That day when your bank account or credit card is compromised
- Or that day when your customers' private lives are uprooted

Cybercriminals and hackers are constantly inventing NEW ways to infiltrate your company, steal your assets and disrupt your life. The ONLY way to STOP THEM is this:

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More Cringeworthyies from Dad

How many times have you heard a quick one or two liner that made you cringe? How about some more?

- ☺ Anyone who says their wedding day was the best day of their life has, clearly, never had two candy bars fall down at once from a vending machine.
- ☺ After watching how some people wore covid masks, I understand why contraception fails.
- ☺ Some of my friends exercise every day. Meanwhile, I am watching a show I don't like because the remote fell on the floor.
- ☺ For those of you who don't want Alexa or Siri listening in on your conversation, they are making a male version.... It doesn't listen to anything.
- ☺ I just got a present labeled, "From Mom and Dad," and I know darn well that my Dad has no idea what's inside.

- ☺ To properly measure the quality of my puns, I use a Sighsmograph.
- ☺ Exercise helps you with decision making. It's true, I went for a run this morning and decided I'm never going to do that again.
- ☺ I don't always go the extra mile, but when I do, it's because I missed my exit.
- ☺ My whole life, I never read a warning label telling me not to eat laundry detergent or put glue in my hair, somehow, I just knew.
- ☺ If my body were a car, I'd trade it in for a newer model because every time I cough or sneeze three times, my radiator leaks and my exhaust backfires.
- ☺ 9 out of 10 zoo dentists refuse to work on a Grizzly unless it has been given a strong anesthetic. There's safety in numb bears.
- ☺ All of us older folks know all about living on the edge. We used to answer the phone without knowing who it was.


- ☺ I just saw some idiot at the gym put a water bottle in the Pringles™ holder on the treadmill.
- ☺ The average height of a dwarf is 3 feet. That's a little gnome fact.
- ☺ All of my passwords are protected by amnesia.
- ☺ If you cannot find your dog, open the fridge door. He's standing right behind you.
- ☺ Remember before we had the Internet, when people thought the cause of stupidity was a lack of access to information? Yeah, it wasn't that!
- ☺ Not enough people are eating salads nowadays. I think this needs addressing.
- ☺ How did doctors come to the conclusion that exercise prolongs life, when... the rabbit is always jumping around, but only lives for around two years, and... the turtle that doesn't exercise at all lives over 200 years? So, rest, chill, eat, drink and enjoy life!

NOTE: It is best to read this column while at your computer for a better understanding of the content presented. Enjoy!

Quick Productivity Tips

Windows 11 will become the *de facto* version of Windows officially on October 14, 2025. In this article, we'll cover some of the refinements you can use with this version.

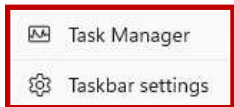
Alignment of the Start Button





By default, the Start Button () in Windows 11 is located in the center of the Taskbar. Many people are used to the icon in the lower left corner. If you would prefer having the Start Button on the lower left corner, proceed as follows:

1. Press the CTRL + I on your keyboard.
2. Go to Personalization > Taskbar > Taskbar Behavior > Taskbar alignment. Change to LEFT.

Modifying the Taskbar Settings

Aside from moving the Start Button to the left, you can enable the Taskbar to employ other settings and icons regularly. Access the Taskbar settings by right-clicking the taskbar itself, you will then see a pop-out menu to offer you the specific settings you want. After clicking the Taskbar settings selection, you will see the Settings > Personalization>Taskbar.



If you work on a tablet, you may wish to enable the *pen menu* and/or *Touch keyboard* and/or *Virtual touchpad* in the *System Tray icons*. You may also wish to add or remove certain items from your taskbar (on the left) for  Search,  Chat,  Task view and  Widgets.

Other system tray icons

Under the Personalization > Taskbar settings, you also have "other system tray icons" with the option to add or remove other icons from the System Tray.

Modifying the Start Screen...

Open the Settings > Personalization > Start. There, you may decide which **Layout** you want to use for the Start Screen. You can select more PINS (icons to launch applications) or RECOMMENDATIONS (shortcuts to launch recently opened files or Jump Lists).

You also have a listing of other options may use:

- * Show recently added apps
- * Show most used apps
- * Show recently opened items in Start, Jump Lists and File Explorer
- * Show recommendations for tips, shortcuts, new apps, and more
- * Show account related notifications occasionally in Start.

Choose which Folders appear on the Start Screen.

On the bottom of the Start Screen is a shortcut button to POWER (Shutdown, Sleep or Restart). If you open Personalization > Start > Folders, you may easily add or reduce the icons appearing at the bottom of the screen — the choices include:

Settings, File Explorer, Documents, Downloads, Music, Pictures, Videos, Network and Personal Folder.



As indicated, you don't have to include all, just the ones you wish to use regularly.

If you can learn how to use the foundational features of the new operating system and configure it in a way that you feel comfortable, the transition should be less painful and your experience more positive. Contact us if you need help.



Find Out with a Complimentary Dark Web Scan

Did you know...?

- Cyber-attacks have continued to grow in cost, size, and impact—causing 60% of SMBs to go out of business within 6 months of a cyber incident.
- Over 80% of data breaches leverage stolen passwords as the principal attack vector—often acquired on the *Dark Web*.
- Far too often, companies that have had their credentials compromised and sold on the Dark Web don't know it until they have been informed by law enforcement—but then, it's too late.
- To help keep your critical business assets safe from the compromises that lead to breach and theft, we are offering a complimentary, one-time scan with **Dark Web ID™ Credential Monitoring**.

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- ✓ Voice over IP phone systems

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February 2025

The Lighter Side...

The New Bull

I recently spent \$7,000 for this registered black angus bull. I put him out in the fields with the herd, but he just grazed and ate grass. He wouldn't even look up at the cows. I was beginning to think I had paid too much for him. Maybe, he wasn't worth the seven grand.

Concerned about the situation, I asked the vet to stop by and look him over. The vet said, "Your bull is quite healthy. He's just a bit young and immature." He gave me some pills to feed him one per day. The bull started servicing our cows within three days—All of my cows. He even broke through our neighbor's fence and bred with all of his cows as well. This bull went through all of them like a machine. I don't know what was in the pills the vet gave him, but they kind of tasted like peppermint.

The Elderly Couple

An elderly couple, he's 89, she's 88. He goes to the doctor and says, "My wife can't hear well. She's too vain to get hearing aids, but it's driving me nuts! What should I do?"

The doctor says, "You need to perform the home hearing test to determine the issue. You need to stand behind her at varying distances and say something to see if she responds. Start at 40 feet, then 30 feet, 20 feet and 10 feet away. You'll tell me how close you had to be for her to hear, then I can prepare some hearing aids for her."

The man goes home and stands 40 feet behind his wife and asks, "What's for dinner?", no response. He moves to 30 feet and asks, "Honey, what's for supper?" again, no reply. 20 feet, "Dear, what's for supper?", still, no reply. Then he moves back to 10 feet away and asks her, "Honey, what's for supper?" Finally, his wife replies, "For the fourth time, we're having chicken!"

The Old Man and The Fender Bender

One morning, an elderly man rear ends a very expensive sports car. The driver gets out and immediately begins screaming at the old man. He demands that the elderly man give him \$10,000 immediately or he's going to beat the living daylights out of him.

The little old man, shaking, says, "I don't have that kind of money. Let me call my son, he trains dolphins. Maybe he'll know what to do."

The driver of the sports car scoffs and stands by as the elderly man attempts to dial the phone while his hands are shaking. As soon as the man answers, the man snatches the phone away from the old man and says, "Listen here, dolphin trainer. Your dad rear ended my car and if one of you doesn't get down here with \$10,000, I'm going to beat the daylights out of your father and you."

Sounding unfazed, the son, on the other line says, "I'll be there in 10 minutes. Don't do anything!"

Exactly 10 minutes later, a Jeep pulls up in front of the sports car. A man steps out and proceeds to pulverize the bully leaving him in a crumpled heap on the side of the road and trying to crawl away. The son walks over to his father and asks, "Dad, Are you okay?"

The man, a little shaken responds, "Yes."

The son utters to him, "For the last time, Dad, I train seals, Navy SEALS!"

Lending Things Out

Jim and his neighbor Bob often borrowed things from each other. One day, Jim asked to borrow Bob's ladder. Bob said, "Sorry, Jim. I've lent it to my son." Remembering a saying his Grandma used to share, Jim said, "Bob, you should never lend anything to your children because you'll never get it back." Bob replied, "Don't worry, it's not my ladder, it's my Dad's."