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## Tech Tips

Get answers to tech tip regarding each category below.  
Click on the + next to a category to view the tech tip for that category.  
Click on a specific solution within a category to view the description to that tech tip.

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- + General Instructional
- + Microsoft Office
- + Microsoft Outlook
- + Microsoft Windows
- + Miscellaneous Other
- + PC Maintenance
- + Security
- + SEO
- + Social Media
- + Useful Tools, Utilities, and Websites

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- + General Instructional
  - Backup Your Data
  - Creating and Remembering Strong Passwords
  - Effective and Accurate Emails
  - Finding Text in Large Documents and Web Pages
  - Sync Google Calendar and Contacts with iPhone
  - Using Google Advanced Search
  - Using Google Street View

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  - Backup Your Data  
With more and more people moving to electronic storage of files, pictures, music, etc., Here are five ways to ensure your information is safe.
    1. USB Flash Drives- Although the storage capacity of flash drives has increased g still limited to common sizes of 1GB to 10GB. Mass storage is obviously not an backup your "My Documents" folder.
    2. DVD Writers/Re-Writers- Double layer DVD burners represent a large boost in the previous limit of 4.7GB per disc and nearly doubling it to 8.5GB. With prop long-term storage that can not be jeopardized by hardware failure. The data on any computer. making it a good choice for archiving files that aren't excessively l