



Good afternoon, FANS and greetings from Artemus Central! This has been a busy week as we prepare for our May 19 **Artemus FANS [in person] Luncheon** event at “Urbanspace”, Tysons Corner Galleria from noon - 2:00. By now, we hope that you took the time to submit your RSVP to our event. We do have a very good showing already. About 30 of your FAN friends and colleagues will be joining us as we host Mr. Joe Lambert as he discusses his unique perspectives on handling intelligence secrets and matters. You’re sure to come away with at least one or two tidbits of knowledge that you probably didn’t know! If you’re joining us, we can’t wait to see you. If you’re unable to join us, we’ll most certainly miss you and hope to see you soon!

This week’s newsletter features a few articles, submitted by FANS, that fall into the category of “things that you can use.” While we generally feature one of those kinds of articles, we thought an entire issue might also be a good idea. So, without further ado, we bring you useful tools, tidbits, and thoughts!

HOW TO SET UP TEXT REPLACEMENT ON YOUR IPHONE

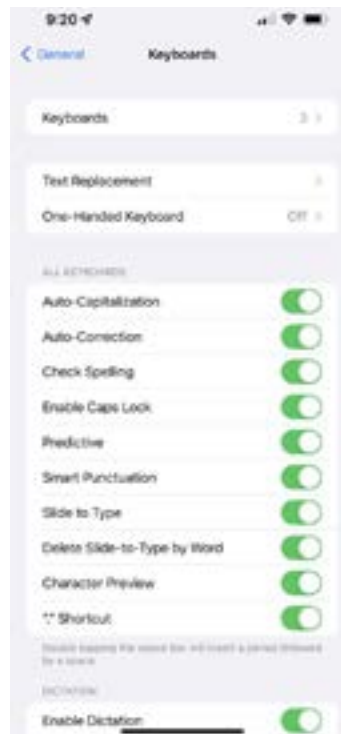
Text shortcuts to make your life a little easier

submitted by FAN Steve Page

If you’ve spent any time typing out a message on an iPhone, you’re familiar with autocorrect and its shortcomings. We know them. We ducking hate them. But there’s a related, less well-known feature on your iPhone called text replacement that is kind of an all-purpose autocorrect. In fact, this is already enabled by default — any time you type “omw,” it will automatically change to “On my way!” before your eyes.

Here’s how to set up your own shortcut phrases with text replacement:

- Go to Settings > General > Keyboard > Text replacement



- Tap the plus sign in the upper right corner
- Fill in the first field, Phrase, with the text you want to use
- The second field, Shortcut, will contain the text you’ll type to use that phrase
- Tap Save in the upper right corner, and you’re done

Now the bigger question: what should you use it for? Common suggestions include setting up shortcuts for your email address and phone number. For the latter, the phrase

could be something like @@ or eml – something you’ll remember but won’t trigger unwanted text replacement. Or you can go a less practical, more fun direction and use text replacement to automatically add a (☺☺☺)☺☺ ☺☺☺ or a _(☺)_ without resorting to copy / paste or typing all of those characters out. You can use standard emoji, too. Or maybe you’d just like to be able to drop a casual “omw” into a text without it being converted to an enthusiastic “On my way!” If that’s the case, here’s how you can remove the shortcut:

- On the Text replacement screen, tap the Edit button in the lower-left corner
 - Tap the red minus icon and use the red Delete button that appears to delete the phrase you want to remove.
- That’s it! You’re on your way to making your life a little easier.

9 ESSENTIAL ANDROID FEATURES YOU'RE PROBABLY NOT USING

Be the master of your Google-powered device.

The Android versus iPhone debate continues to rumble on. But one thing is certain: Google's phone software is more versatile and customizable than Apple's offering. Dig into the settings and tweaks available for your Android phone and you'll find a host of clever features and useful tools. We've collected 10 of them right here.

A quick note before we begin: Android has a wide variety of makes, models, and versions, which makes it more difficult to find features that will be consistent across all devices. We only verified the following tips on stock Android 12—they should also work on related systems, but some of the menus and procedures may vary slightly.



1. Cast your Android screen

For a number of years, you've been able to broadcast your Android phone or tablet's display to the larger screen of a television using a Chromecast. In addition to beaming video from all the usual movie and TV apps, this streaming device can mirror your phone. Take advantage of a mirroring shortcut in the Quick Settings pane, which you can access by dragging down from the top of the screen with two fingers. You should find a Screen Cast option in this menu. If it doesn't show up, swipe left on the Quick Settings menu for more options, or tap the pencil icon at the bottom to add the shortcut.

There's also another way to set up mirroring. First, check to make sure you've installed the Google Home app for Android—you probably already used this program to set up your Chromecast. Open the app and choose your Chromecast and your device's display should appear on the big screen. On your

phone, tap Media and choose from Music, Video, Podcasts, or Radio and select a service to start streaming.

2. Run apps side-by-side

This feature has been around since Android 7.0 Nougat, but it's one of the few users tend to forget about. This view side-by-side or top-and-bottom app view (depending on the orientation of your screen) comes in handy when you want to display photos, optimize your social networking, or multitask.

To set it up, open the app carousel by doing a short swipe up gesture from the bottom of your screen. There, swipe your way to the recent app you want to use and press on the circular icon at the top of the app preview. On the emerging menu, you should see a Split top option. Keep in mind that not all apps support this feature (like Instagram, for example), so if you don't see this option, it's because you can't use it like this. If you see it, tap Split top, and the app will automatically position itself at the top or left of your screen. On the other side, you'll see the app carousel, from where you can open a second app. This time, just swipe your way to it and tap on the preview to open it.

You'll notice a thick black line separating both apps—from the middle drag it up or down to re distribute your screen. To exit Split Screen mode, just drag the black line all the way up or down.

3. Make text and images more visible

If you're struggling to see what's on the screen—or, alternatively, if you want to cram as much content as possible onto the display and don't mind doing a bit of squinting along the way—you can zoom in or out on text and objects. Not all the apps will respond to these adjustments, but most of them will.

To change size settings, open Settings and go to the Display heading. From there, tap the Font size and drag the slider at the bottom of the screen to make text larger or smaller as needed.

4. Change volume settings independently

Your device plays several different types of audio—including ringtones, notifications, alarms, phone calls, and media. If you've ever gone to the Settings menu, and opened Sound & vibration, you'll have seen that you can use individual sliders to adjust these audio

types individually. However, Android gives you a quick-and-easy shortcut. Tap the physical volume buttons on the side of your device to make whatever's currently playing softer or louder (if no media is playing, this action will adjust your ringtone volume). When you do, a small box will pop up on the screen, showing which volume setting is changing and how. At the bottom of that box, you should see three dots. Tap them, and the box will expand to show multiple volume sliders at once. This can save you a trip to Settings.

5. Lock phone borrowers inside one app

If you've ever lent a friend or young family member your phone, you probably know that sudden anxiety that comes with the possibility of them going through your private information or posting to your social media accounts. App pinning lets you be generous without giving up your privacy, and will lock one app to the screen until someone enters the lock screen code again. Essentially, the user won't be able to access any other parts of your phone without your code.

Screen pinning is easy to set up. Open Settings, go to the Security menu, choose Advanced Settings, and App pinning. Once you've turned on the feature, launch the app your friend needs to use. Then open Overview by making a short upward swipe from the bottom of the screen. Swipe your way to the app you want to pin and tap on the circular icon at the top of the preview. On the emerging menu, tap Pin. To unpin the app, swipe from the bottom of your screen and hold. This will lock your phone and you'll have to enter your lock pattern, password PIN, or biometrics to use it.

6. Disable the lock screen at home

To keep your device safe, you need to set up a PIN code or biometrics scan to unlock your phone. But this makes it more inconvenient to access your apps. Google's Smart Lock feature lets you remove this obstacle, giving you instant access to your phone—but only when you're safely at home.

From Settings, tap Security, go to Advanced Settings, and choose Smart Lock. As well as disabling the lock screen when you're at home (that's the Trusted Places option), you can also disable the screen when your phone's Bluetooth is connected to a trusted device, such as your car stereo unit, or when it detects you have it on you.

7. Choose new default apps

One of the differences between Android and iOS is that Google's mobile operating system lets you

choose different default apps for web browsing, texting, viewing photos, etc. A default app is the one that opens automatically when you try and do something on your phone—so when you click a hyperlink, for example, your default web browser app will open that link. Take advantage of this flexibility by setting up the defaults as you want them. Head to Settings, go to Apps, and choose Default apps. Select any of the categories on screen to see a list of installed apps that can take over default duties. For example, if you'd prefer to chat with friends via Facebook Messenger, rather than your phone's built-in SMS app, you can make Facebook's product your default messaging app.

8. Bring back lost notifications

It happens—you accidentally swiped away one of the notifications that you wanted to read fully and now you have a nagging sense someone emailed you, but are not sure. If you want to review all of your recent notifications on Android, you're in luck. This ability is possible—though the option isn't easy to find.

Tap and hold on an empty part of the home screen, and a screen-adjusting mode will pop up. Choose Widgets, and find the Settings shortcut. Drag this icon to an empty space on one of your home screens and drop it in place, and a list will automatically pop up. Choose Notification log from the list and tap the icon to open up Android's notification history.

As today's phones continue to grow in size, they become harder and harder to operate one-handed. So Google's custom keyboard, which is the default option on certain Android phones, has a solution: A special one-handed mode that you can switch to with a simple shortcut. If you own a Pixel phone, this keyboard will be your default typing option. If you're on a Samsung or LG phone, you'll have to first download Google's version and set it as your default keyboard (as demonstrated in tip 7).

Open up the keyboard as normal and tap and hold on the comma key. Drag up to the right-hand icon to enable one-handed mode. The arrow lets you switch this smaller keyboard from side to side, the bottom icon lets you reposition it, and the top icon restores the full-size keyboard. Other phone keyboards may also have one-handed modes, but they can be harder to access than Google's. Try looking up your phone model and searching "one-handed keyboard" to learn more.

7 LAPTOP MAINTENANCE STEPS YOU SHOULD DO REGULARLY TO KEEP YOURS HAPPY

When you buy a laptop, you do so with the intent to use it over a long period. Unlike phones, which tend to be upgraded every couple of years, some folks go years without swapping computers. And why would you? As the saying goes: “If it ain’t broke, don’t fix it.”

Well, owning a laptop is a lot like owning a car. With proper maintenance, gentle use and regular care, your equipment will last for years to come. Ignoring important factors like cleaning and manufacturer updates can result in a bogged-down machine that’s frustrating to work with.

If you want to get as many years as possible out of your beloved laptop, you’ll want to follow these seven essential maintenance tasks every month. These tips will help you extend the life of your computer, but they also apply to every brand of laptop out there. So strap in and get your compressed air ready — your computer is about to get some much-needed TLC.

1. Tidy up your hard drive by deleting old files

Whether you use your computer for work or just leisure, you probably have several files floating around you aren’t using anymore.

This can include old photos you’ve already uploaded to Facebook, music tracks you’re no longer interested in or leftover installer files left to rot in your downloads folder. Tap or click here to clean these files up, which will free up valuable space on your hard drive and help free up memory so your computer can run faster. Before going on a mass purge of your system, make sure you avoid any “critical” folders that contain files your computer needs to run. On Windows, these are primarily found in the System32 folder.

Apple hides critical files so users won’t pull anything funny. Keep in mind: Deleting critical system files will prevent your computer from running altogether, so when you clean, make sure you’re only deleting files you know you won’t miss.

Here’s a tip: start in the Downloads folder. People download images, videos and installer files that tend to sit here and collect dust. You won’t believe how much space you’ll gain by dragging them into the Recycling Bin and clicking “empty.”

2. Declutter your desktop with a bit of help from Windows or macOS

A messy desktop is ugly. Nobody can argue with that. Cleaning up your desktop does take a little bit of know-how. Sure, you can click and drag the icons around until you have something resembling order, but this can take time out of your day — and you probably have better things to do than fiddle around with a mouse for an hour. Thankfully, Windows and macOS have some automated organization options for their respective desktops.

On Windows, right-click with your trackpad or mouse on your desktop wallpaper. Next, hover over the option Sort by and choose either Name, Size, File type or Date modified. Start by selecting Name since it alphabetizes your icons. Once you click this, your icons will be neatly arranged in a row — perfect for picking and choosing what programs stay and what programs go. On Mac, all you need to do is right-click or command+ click and you should see a menu option that says Clean Up. Clicking this will automatically reorganize the icons on your desktop.

If you don’t see Clean Up when you right-click, your system may already be configured to organize icons another way. To check, click the desktop and select



View from the menu bar, followed by Sort By and then your preferred method of organizing.

For more information on customizing your cleanup, Click here for Apple's support guide on the matter can guide you through alternative options like Stacks and changing the size of your icons.

3. Clear your browser's cache and cookies

This is essential for keeping your computer (and web browser) speedy and safe. Even browsing the internet normally will result in many cookies occupying your browser files, so taking the time to remove them can work wonders. In the Chrome window, click on the three-dot symbol in the upper right corner of the browser. Then, click Settings and scroll to the bottom of the page. Then, click on Advanced to expand the menu. Scroll down until you see Clear Browsing Data. Click this, and you'll be able to delete your cookies, cache and even browsing history.

You can even set the time range you want your deletion to extend to, just in case you have some essential history items you want to hang on to.

4. Clean your screen and keyboard (with the proper tools, of course!)

Now that we've tidied up the digital side of your computer, it's time to have a look at the hardware itself. Neglecting to clean your computer regularly can spell disaster to the longevity of your system. Imagine how many crumbs, skin cells and pieces of dirt make their way into your keyboard.

Now, imagine all that grime adding up over the years. It's not a pretty picture.

You can prevent the buildup of dirt and grime by investing in some safe computer cleaning products. These items are designed to work with your system and are made to prevent you from accidentally damaging its sensitive components.

For your screen, the best option would be pre-moistened screen wipes. These items contain a safe amount of moisture that won't damage your screen and can help increase the clarity of your display. Try the CareTouch brand Lens Cleaning Wipes. Initially designed for eyeglasses, they're a safe way to get your laptop's screen sparkling. Plus, they can be safely used on smartphones and tablets. As for your keyboard, you'll want to tread cautiously. Needlessly jamming something like a paperclip in the space between keys can break the sensitive

mechanisms that make the thing work. The best solution is to use an "invisible touch" that dislodges debris without physically contacting it. You'll need a can of compressed air. These pressurized canisters of oxygen are perfect for cleaning computers and trusted by IT professionals for years. Simply point the can at a slight angle near the affected area and spray.

A small but powerful blast of air will push crumbs and dust out from even the smallest spaces. As for the best brand of canned air, we recommend Dust-Off — a long-lived brand with a trusted reputation for quality compressed air. Make sure to follow the directions on the can for maximum safety.

5. Clean your ports

Just like the keyboard, the ports of your computer are likely to get clogged with dust and debris after years of use. As you may already know, there's a large variety of ports found on your computer. Each of these has a slightly different shape, so getting inside and dislodging the dirt can present a challenge to the uninitiated. Compressed air will clear out dirt and debris without touching the contacts found inside your ports, making it perfectly safe to use! This safety depends on the way you use the air. The instructions on your can will likely detail this, but it is worth mentioning compressed air tends to be very very cold upon leaving the can. Blasting the air too close to any given surface will result in a layer of frost appearing temporarily.

This is why most brands of compressed air include a straw to direct the airflow, but not all of them do. To clean your ports as safely as possible, leave some space between the port and the nozzle (or end of the straw) and push the trigger gently for more control.

6. Check your camera and microphone

Not every laptop is equipped with these, but they're becoming increasingly common in modern computers. They are important ways to communicate with loved ones and can even be moneymakers if you're a blogger or a YouTuber.

To keep these items clean, you can gently wipe the camera down with the lens cleaners we mentioned above and clean the microphone with a soft, dry cloth. Do not use compressed air to clean the microphone, as it can loosen or dislodge the components inside that allow it to pick up sound. But many of us have privacy and security concerns. These concerns aren't lost on industry titans like Mark Zuckerberg. He uses a Post-It Note to cover the camera on his

computer. Zuckerberg understands bad actors can use laptop cameras for spying. There's nothing wrong with leaving your microphone and camera exposed, but cover them up for extra peace of mind. Buy a sticker that's an appropriate size to fill up the entire width of the camera lens. Three-dimensional stickers are highly recommended, as they're easy to pop off if you change your mind.

7. Update your software and firmware

This is one of the single most important things you can do for the longevity and security of your system. And rightfully so — you wouldn't be able to get life out of your computer for years if it were bogged down by viruses, otherwise. Because of how tenacious hackers and cybercriminals can be, software and hardware developers are constantly releasing updates to keep the security of their systems as stable as possible. Though there might be a lousy update here and there, security patches should not be avoided. Even older or outdated operating systems tend to get these updates, so if you decide to skip on "feature releases," still make time for your patches. It's critical.

On Mac, open the App Store app and click Updates from the sidebar on the left. This will display any available updates that your Mac is capable of downloading.

Keep your system current with updates, and you'll notice a lot less trouble with your system over time. It's one of the most robust defenses against common security exploits, and staying regular can help you stop emerging threats from affecting your system.

Now that you know the methods, it's up to you to put them into practice. Do so, and you might be surprised at how many years of life you can get out of your machine. And with the prices of computers (Macs in particular) skyrocketing over the years, that's money in the bank in the long term. What's better than that?

THIS WEEK IN THE ARTEMUS WEBSITE'S ARTEMUS SPOTLIGHTS



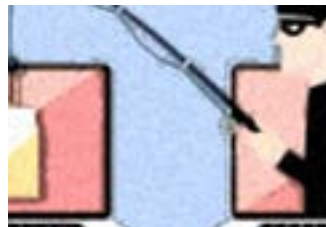
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Thanks for reading! We hope that you found this issue to be interesting as well as a good reference! Don't forget to mark your calendar for May 19!!!