

NorTex Technology Services, LLC

Monthly Newsletter

December/2011

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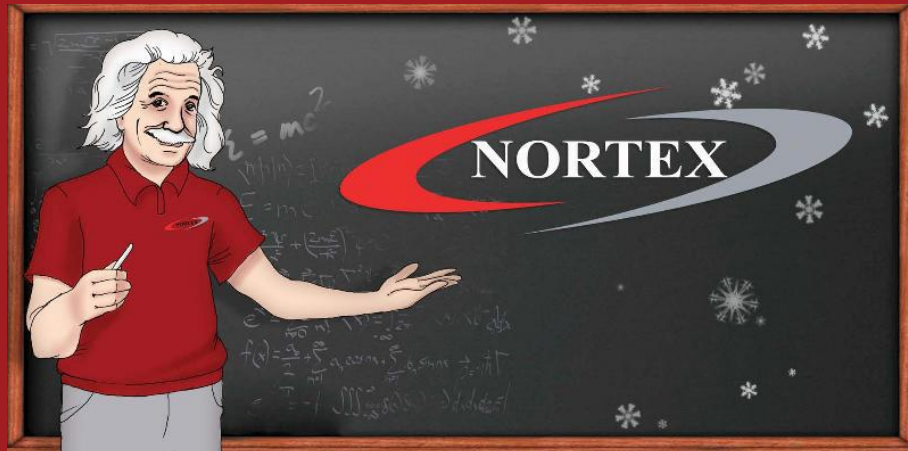
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Smartphone Tip & Tricks- Copy and Paste

This month our Tips & Tricks Section explains on each smartphone operating system how to copy and paste. It's recommended you have the latest updates for your smartphone operating system.

Windows 7 Phone

To copy and paste on Windows Phone 7, just tap on a word to highlight and then drag in either direction to highlight the desired area. Once you have selected the desired area, a "Copy" icon will appear and once it is tapped it will copy the highlighted text. To paste the highlighted text, just tap on the desired location and choose the "Paste" icon.



Android

The process is slightly different on Android, as you must press and hold on a word to initiate text selection. Once a word is selected, two tabs will appear on each side of the selected text that can be dragged to expand the area of selected text. Once the text is highlighted, tap the text and choose the "Copy" text. To paste the copied text, double tap or press and hold for 2 seconds in the desired area to bring up a menu, and select the paste option.



iPhone

The iPhone copying process is similar to Android. Simply double tap on a word that you would like selected. This will bring up a menu to cut, copy or paste as well as two grab points that can be moved to include or exclude more text. Once the proper area of text is selected, press the "Copy" tab to copy the text. To paste the selected text, double tap in the area you would like to paste the text and select the "Paste" option from the menu.



Windows and Mac OS X Tips & Tricks

You can quickly display the desktop on both Windows and Mac OS X to find a file on your desktop.

Windows + D

Using the key combination of the Windows key (it has the Windows logo on it) + D allows you to quickly minimize all open applications and windows to show the desktop. This can be handy for finding a file on your desktop without having to manually minimize any applications. To restore the minimized applications, press the same key combination to restore the windows to their previous positions.



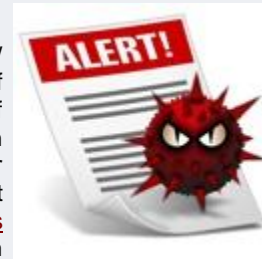
fn + F11

The same effect can also be performed on Mac OS X by pressing the function key (fn) + D to show your desktop. Pressing it a second time will restore all the opened applications as well. Additionally, if you have a track pad the default combination of swiping four fingers up on Snow Leopard, or three fingers on Lion will perform the same effect.

Multiple Intrusions Highlight the Need for Security

Easy passwords and lax security may leave you open to attack.

The U.S. [Chamber of Commerce](#), [NASA](#) and a few different towns' [water systems](#) have all been the victim of online intrusions from directed attacks. Access to some of the systems can be credited to poor passwords that can be easily guessed, systems with default passwords or even no passwords at all. [Even on your phone](#), you are not 100% safe. So what can you do? Use [complex passwords](#) and change the default settings for devices with preconfigured passwords. Additionally, make sure that you run security software in case a computer does get infected.



Merry Christmas From NorTex!

We will be out of the office on Monday, December 26th and Monday, January 2nd in observance of Christmas and New Year's. We will be open on Friday, December 23rd and Friday, December 30th. If you require emergency service, just give us a call at 817.599.5494. We're always available when you need us!



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