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AxiNews

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Fun Facts

Did you know that...

- June 5 is Hot Air Balloon Day.
- The first hot air balloon flight was in 1783 in France with only a rooster, a duck and a sheep on board.
- The Civil War had a Balloon Corps established by Abraham Lincoln. There were seven balloons and they were used for spying on enemy movement.
- The largest number of hot air balloons on record, 408, took off at same time in Chambley, France in 2013.
- In 1983, Richard Branson and Per Lindstrand crossed the Atlantic Ocean between Maine and the UK in a hot air balloon.
- In 1991, Richard Branson and Per Lindstrand crossed the Pacific in a hot air balloon between Japan and Canada.

One-Note Will Revolutionize Your Note-Taking (Part 1) by Jake Nonnemaker

One-Note is essentially an app that takes the place of your filing cabinet, filing folders and notepads.

Why I Started Using One-Note

I'm a voracious notetaker primarily because I have so much life going on that it's difficult for me to keep track of details, action items, "to-do" lists etc. So I've always keep a small pocket notebook nearby or a yellow pad at my desk. I found that I was spending a lot of time searching for my little pocket notebook or feeling frustrated when I need some bit of information like a phone number or list on my yellow pad which was inconveniently sitting back in my office. My breaking point came when the soft leather, fine paper notebook which I received as a gift was stolen from my car along with my bag and laptop PC, which was, of course, encrypted.



At that point I made the decision to use a high-tech method to take and store notes and boy, am I glad I did. I've found Microsoft's OneNote to be a great productivity tool and it has revolutionized and magnified my note-taking.

A Few Examples of How I Use It

For Client Meetings. When visiting a client, we usually have a discussion then I take a walk around their office to look at their computer network infrastructure and talk to staff about any IT issues or needs they may have. I jot down notes about what we discuss and follow up items in the client's page in OneNote on my notebook PC or iPhone. When walking around, I'll take photos with Office Lens (more about this app later) which saves it on the client note page in OneNote. Then I can let my staff know what was discussed and any action items by sending them the notes I collected via email or sharing via OneNote.

For Board Meetings. I currently serve on the Boy Scouts of America Ventura Council board. During our board meetings, I will make
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Biometrics Can Offer Additional Security

Having to use passwords constantly can be a pain (and a high security risk) to many of us. Luckily, Chrome, Edge, and Firefox have recently agreed to support biometrics for authentication to make our social media, email, and shopping account logins easier and more secure. Here's what you need to know about the Web Authentication API:

Authenticate Your Profile on Your Mobile Device

Chrome OS, Windows, and MacOS, Linux, and Android are all adding features to help users safely log in using biometric identification via USB, Bluetooth, and NFC

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One Note Reviewed (Part 1) (cont.)



(Continued from page 1)
notes on OneNote on the BSA-VC page during meeting via my iPhone or Surface notebook. I will also use Office Lens to take photos of any handouts or PowerPoint slides which converts it to searchable text. I will also note any action or follow up items.

For Journaling: As a Boy Scout leader and general outdoor person, I like to keep a journal for the hikes I've been on and collect ideas for future hikes. OneNote really makes journaling come alive: I can create pages with my thoughts, interesting things I saw, links to hiking websites, photos I've taken, photos or links to maps and more. I can even create drawings and sketches.

For School Notes: I actually learned OneNote when my high school-aged son casually mentioned



that his teacher used OneNote in the classroom. Knowing that teachers are really insightful and like to use cutting-edge tools, I starting looking at OneNote seriously. With OneNote, students can create a section for each of their classes and the pages can be filled with lecture notes, audio recordings (!), video, snaps of the whiteboard or PowerPoint slides which include searchable text, etc.. And don't forget it's easy to email notes to friends who missed class. There is even a special OneNote for teachers and students called OneNote Class Notebook which allows teachers to share class content, assignments, and create and deliver interactive content with students.

Watch out for Part 2 on One Note Reviewed in our next newsletter. In the meantime, feel free to visit our website (www.AXICOM.net) and go to Resources/Videos for a demonstration of One Note.

Biometrics for Cyber Security (cont.)

(Continued from page 1)
devices connected to smartphones and tablets. With such convenience, users can verify their accounts on the go.

Preventing Cyber Attacks with Browser-Based Biometrics

Passwords are notoriously bad at protecting users' accounts and the information they store. Facial scans, fingerprints and voice recognition would make it exponentially harder for hackers to commit identity theft. That means you're also less likely to be duped by an email from a hacker pretending to be your boss asking for the company credit card.

Enjoy More Secure Online Transactions

Biometric verification will also retire the need for logging in your information when shopping online,

streaming videos, using cloud applications, and other internet-based transactions. Windows 10 has already adopted features that offer limited account management with fingerprints and facial scans. But none of the big-name technology vendors have offered solutions to achieve this on mobile devices as of yet.

Browser-based biometrics could revolutionize and streamline the steps of verifying an online account. It promises to add more security and ease in logging in and transacting on the internet.



Great Places for Hot Air Balloon Rides

The world offers amazing vistas and scenery, which, seen from a hot air balloon, can be much more intimate and slow than a plane or helicopter ride. This list is certainly not a exhaustive or even unanimously agreed upon list but these places tend to show up often in lists of places to go hot-air ballooning: **Albuquerque International Balloon Fiesta**—scene of numerous hot-air balloons all gathered in one locations every October; **Jaipur, India**—a wonderful way to see the Hawa Mahal, the Amber Fort and the City Palace among others; **Napa Valley California**—scene of rolling hills and vineyards throughout with the option of wine-tasting most likely;



Simple Tricks to Create More Windows 10 Space

More room for documents and files on your desktop means more time and freedom to enjoy your Windows 10 device. Unfortunately, as total file size gets larger, keeping your hard drive clean remains a never-ending battle. Use these simple techniques to free up more space on your Windows 10 computer.

Delete Junk on Files

Windows 10 includes a feature to help you create more space by erasing unnecessary files. In some cases, this feature can find and remove several gigabytes of unnecessary system files. To use the feature:

1. Open **SETTINGS** and click **SYSTEM**.
2. Click **STORAGE**
3. Scroll down and select **CHANGE HOW WE FREE UP SPACE**
4. Under **TEMPORARY FILES**, select the files to be deleted including temporary files, downloaded files, and items in the recycle bin.
5. Under the **FREE UP SPACE NOW**, there is an option that lets you delete an older Windows 10 version.
6. Click the **CLEAN NOW** button to free up space.

Use Disk Cleanup

This is a similar but slightly different tool for sniffing out unnecessary files that are taking up too much space. To give it a try:

1. Open Any Desktop Folder
2. Right-click on **THIS PC** in the pane on the left, then select **PROPERTIES**.
3. Click the **DISK CLEANUP** button, then **CLEAN SYSTEM FILES**.
4. The Disk Cleanup tool gives you a number of options, many of which you should consult with us before deleting. They include: Windows Update Cleanup, Downloaded Program Files, Temporary Internet Files, Recycle Bin, and Temporary files, among others.
5. Click **OK**, then click **DELETE FILES**.

Delete Applications and Games

Consider uninstalling apps that are rarely or never even used. These include bloatware or pre-installed programs. You may not even realize certain games or applications are taking up hard drive space. To remove them:

1. Open **SETTINGS**, then click **APPS**.
2. Click **APPS & FEATURES**.
3. Select the apps and games you feel comfortable removing, then click **UNINSTALL**.

Use "OneDrive Files" On-Demand feature

A new Windows 10 tool, OneDrive allows access to files in the cloud using File Explorer. This means your files will be stored in the OneDrive cloud and won't take up hard drive space unless you need to download them for offline editing.

1. Open the OneDrive application.
2. Right-click the OneDrive icon in your task bar, select **SETTINGS**, and click the **SETTINGS TAB**.
3. Under **FILES ON-DEMAND**, check **SAVE SPACE AND DOWNLOADED FILES AS YOU USE THEM**.
4. Click **OK**.
5. Copy and paste your documents to the OneDrive folder (located in the left-hand pane of the File Explorer), select all of them, right-click the selection, and select **FREE UP SPACE**.

Lastly, move apps, games, and other files to an external hard disk so the computer can create more internal space if there is an extra need for more storage on the Windows 10 device. All these tips are user-friendly, but if you need to give your Windows 10 machines a serious overhaul, give us a call now.

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Inquiring Minds...

Countering the Damage Caused by Blue Light

UV rays aren't the only kind of light that can cause damage to your body. Blue light, the light emitted by smartphones, computers and other electronic devices, can also have long-term negative effects on vision. A company called Zenni Optical has produced some blue-light glasses and there are sure to be more companies following suit.

Two Great iPhone Features

You might already be a Master iPhone User but if not, here are a few features that might help you out:

1. For getting back to the top of Safari or any app if you've scrolled far down, when ready to return to the top of the page, tap on the time at the top of the

webpage or app. In Safari, you tap once to reveal the web address field and then again on the time.

2. For sharing photos, videos or files with other Apple devices, Air Drop is for you. Just tap the share button and a row of devices to Air Drop show up. Tap on your friend's icon and once they accept, the file or photo gets sent.

Yet Another Option for Saving Your Doodles and Notes to the Cloud!

Our lead newsletter article focuses on One Note, the digital filing cabinet replacement. If you have Microsoft Lens, you can take a picture and upload your notes and doodles to One Note. But we know that many people still love their notepads and pens. Well, here's another idea—you can use the Rocketbook Wave Smart Notebook instead! You use it as you would a regular notepad and then when you're done, you can check off the little symbol indicating where you want to put your memorable insights and flashes of brilliance—Google Drive, One Note, Dropbox, Slack, etc. Then, using the Rocketbook smartphone app, scan the pages you want to send. Voila, posted in the cloud for eternity and searchable because your writing will be transcribed into searchable text! And, let's say that you fill up your entire Rocketbook, you can put it in the microwave to erase and start again! (Bet you didn't expect that!)



Like hot air balloons, all of us
are engineered to soar to great
heights.

- Unknown