



MPLP IT Fifth Friday Webinar

# 25 Tech Tips

July 29, 2022

With Angela Tripp, MPLP IT



# Fifth Friday Webinar Series

- September 30, 2022 – Topic TBD
- Recordings of and supporting materials for previous webinars available at:

[mplp.org/Taskforces/technology](https://mplp.org/Taskforces/technology)

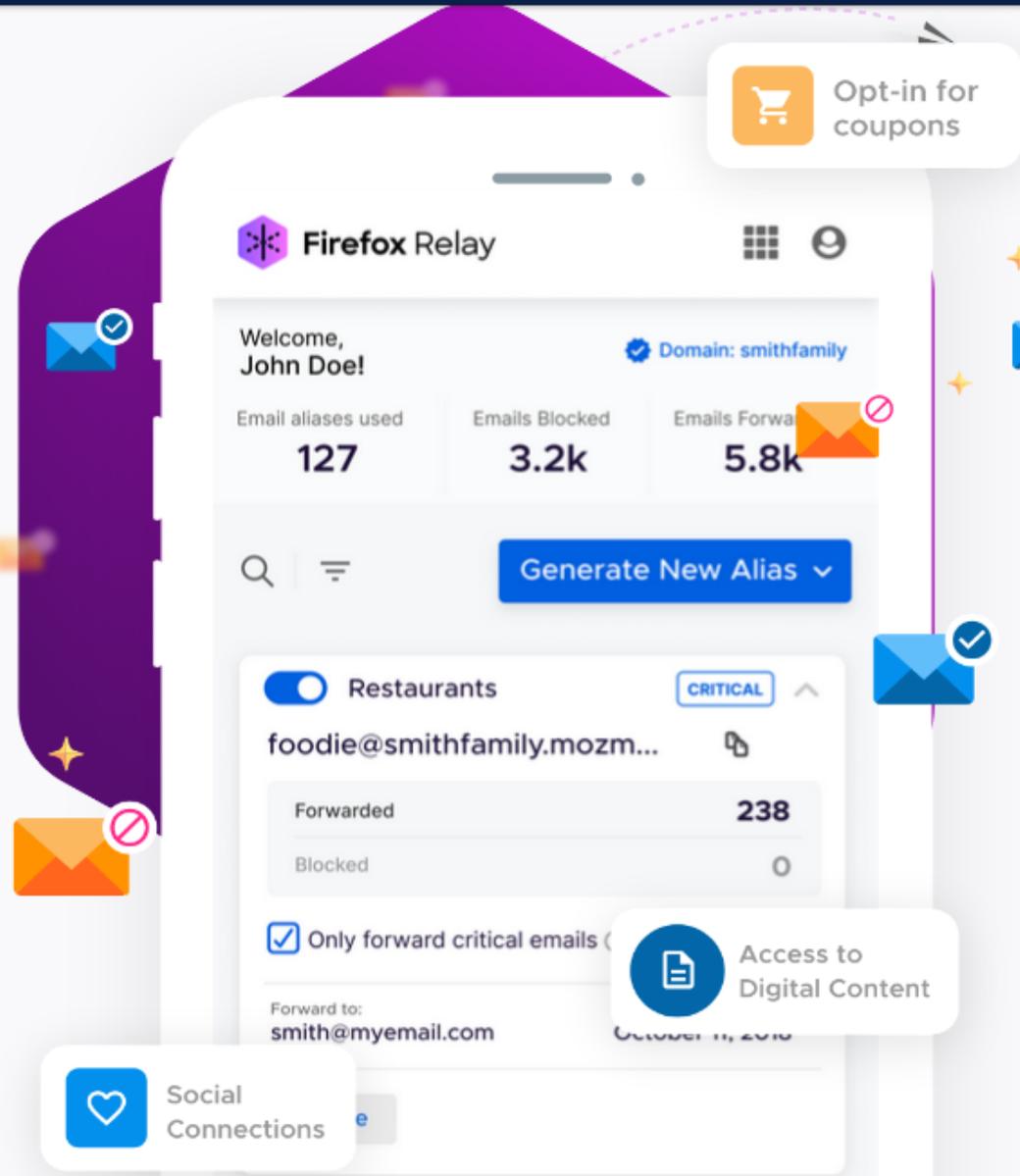


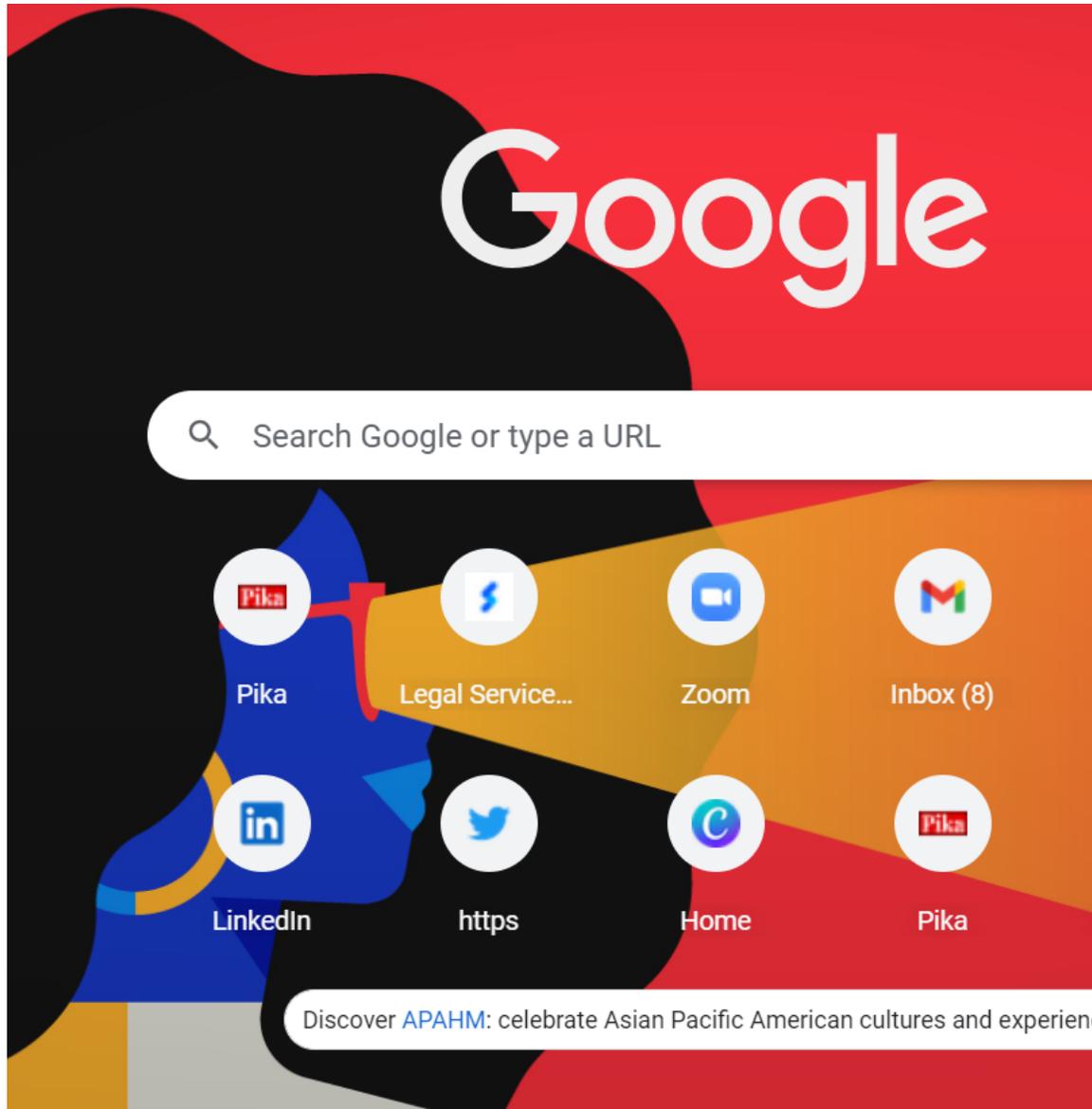


# Protect your real email address to help control your inbox

Firefox Relay email aliases protect your real email address from public view, automatically forwarding emails to your real inbox. Now you can receive only the emails you want in your inbox. Sign up with your Firefox account to get started.

Sign Up





Customize  
your **Google**  
Homepage





SEARCH

# New options for removing your personally identifiable information from Search

Apr 27, 2022 · 2 min read



Michelle Chang  
Global Policy Lead for Search

Share

Privacy and online safety go hand in hand. And when you're using the internet, it's important to have control over how your sensitive, personally identifiable information can be found.

On Google Search, we already have a [set of policies](#) that allow people to request the removal of certain content from Search, with a focus on highly personal content that, if public, can cause direct harm to people. But the internet is always evolving – with information popping up in unexpected places and being used in new ways – so our policies and protections need to evolve, too.

Open access to information is a key goal of Search, but so is empowering people with the tools they need to protect themselves and keep their sensitive, personally identifiable

# Remove Your Personal Info from Google Search



# Remove Personal Info from Google

Google policies allow you to request removal of the following personal information:

- Confidential government identification (ID) numbers like US Social Security #
- Bank account numbers
- Credit card numbers
- Images of handwritten signatures
- Images of ID docs
- Highly person, restricted and official records, like medical records
- **Images of people under 18**
- **Personal contact info (physical addresses, phone numbers, and email addresses)**



← → ↻ <https://support.google.com/websearch/answer/9673730> [User Profile]

Apps Okta Apps TIG Dashboard GrantEase UAT Smartsheets Grant application fe... CIS Center for Inter... Spotify - Web Player

Google Search Help Describe your issue [User Profile]

- Credit card numbers
- Images of handwritten signatures
- Images of ID docs
- Highly personal, restricted, and official records, like medical records
- Personal contact info (physical addresses, phone numbers, and email addresses)
- Confidential login credentials

### Requirements to remove doxxing content

For us to consider the content for removal, it must meet both of these requirements:

1. Your contact info is present.
2. There's the presence of:
  - Explicit or implicit threats, or
  - Explicit or implicit calls to action for others to harm or harass.

### Request to remove select personal info from Google Search

You or your authorized representative can submit a request to remove links to the content from Google search results. Any authorized representative will need to explain how they have the authority to act on your behalf.

**Important:** We only review the URLs that you or your authorized representative submits in the form.

[Start removal request](#)

### What happens after you submit the removal request

1. **You get an automated email confirmation.** This confirms we received the request.
2. **We review your request.** Each request is evaluated on factors including the requirements above.
3. **We gather more info, if needed.** In some cases, we may ask you for more information. If the request doesn't have enough information for us to evaluate, like missing URLs, we'll share specific instructions and ask you to resubmit the request.
4. **You get a notification of any action taken.**
  - If the submitted URLs are found to be within the scope of our policy, either the URLs will be removed for all queries or the URLs will be removed only from search results in which the query includes the complainant's name, or other provided identifiers, such as aliases.



# Remove Personal Info from Google

**SOCIAL**

Pro Bono Net 1,898 mentions 99+

**MENTIONS**

- Inbox 877
- Unread
- Priority
- Favorites
- Archive
- Trash
- Spam

**ANALYTICS**

0 %

**UPGRADE**

Alliance for Housing Justice 6 Apr  
Find legal aid!

Instagram post 6 Apr  
... the Office of the Attorney General of the State of New York, **Pro Bono**

@Pro Bono Net 6 Apr  
**Pro Bono Net**  
Since the end of the #eviction moratorium, struggling tenants are looking for ...

lexblog.com 6 Apr  
With a Looming Evictio...  
... York, **Pro Bono Net** ... at **Pro Bono Net**, ...  
... at **Pro Bono Net**, ...

@Pro Bono Net 6 Apr  
**Pro Bono Net**  
In 2021, people across the US used #LawHelpInteractive to assemble more than

LEXBLOG PRESENTS

# This Week in Legal Blogging

with Bob Ambrogi




## With a Looming Eviction Crisis, Pro Bono Net Offers Tools that Can Help



TenantHelp NY

Advocate Registration Login

Text Size: A A A

Home Get Started Know Your Rights Find Legal Help Housing Forms FAQ About



get help avoiding eviction

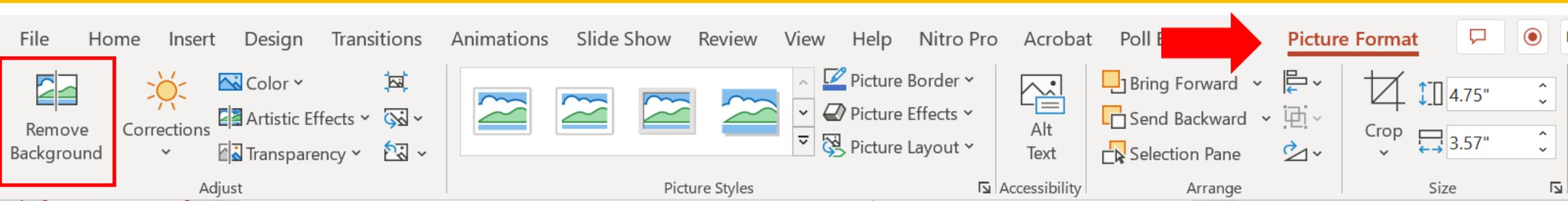
**START HERE**

Information for NYC Tenants

# Mention.com

Free social and media monitoring tool

# PowerPoint - Remove Photo Background



# Library of Remote-Friendly Meeting Facilitation Techniques

**SessionLab** Features Solutions Customers Pricing Blog Library Templates Log in Sign up

All methods IAF Library

## Library of facilitation techniques

find the right tool for your next session

TEAM ENERGISER IDEA GENERATION ISSUE RESOLUTION ISSUE ANALYSIS ACTION SKILLS REMOTE

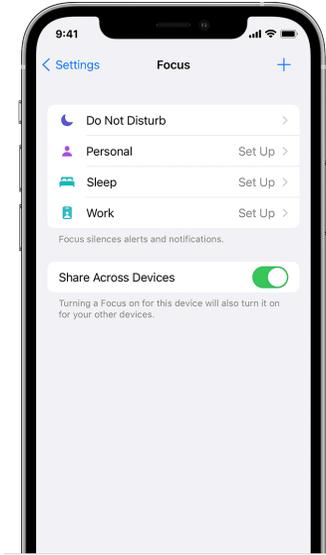
Search for facilitation exercises, methods, etc. FILTER 1,043 methods + Add new resource

Filter by tags

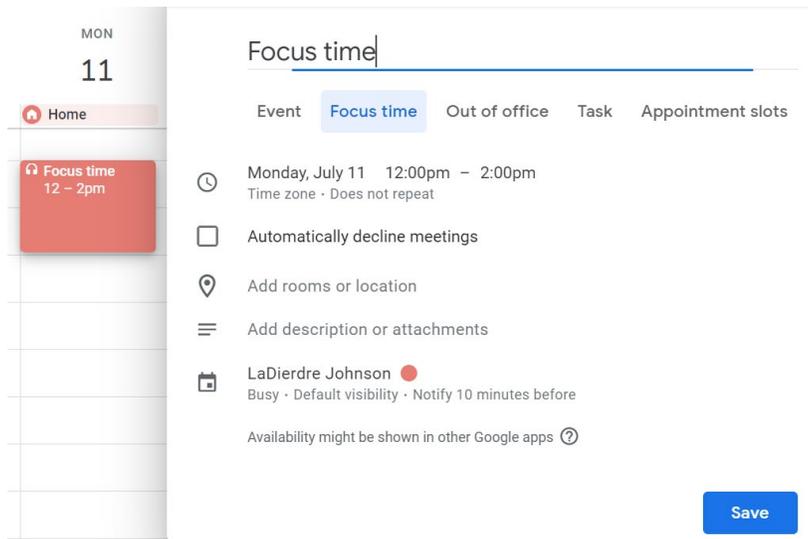
**MOST POPULAR** | RECENTLY UPDATED

- Team Canvas Session**  
#team alignment #teamwork  
#conflict resolution #feedback #teambuilding  
#team #issue resolution #remote-friendly  
The Team Canvas is Business Model Canvas for teamwork. It is an  
4 719 + USE METHOD
- How-Now-Wow Matrix**  
#gamestorming #idea generation  
#remote-friendly  
When people want to develop new ideas, they most often think out of the box in the  
650 + USE METHOD
- Team Purpose & Culture**  
#team #hyperisland #culture  
#remote-friendly  
This is an essential process designed to help teams define their purpose (why they exist) and their culture (how they  
5 617 + USE METHOD
- Stinky Fish**  
#hyperisland #skills #remote-friendly  
#issue analysis  
A short activity to run early in a program focused on sharing fears, anxieties and uncertainties related  
3 597 + USE METHOD
- 9 Dimensions Team Building Activity**  
#ice breaker #teambuilding #team  
#remote-friendly  
9 Dimensions is a powerful activity designed to build relationships and trust among  
1 537 + USE METHOD
- W<sup>3</sup> - What, So What, Now What?**  
#issue analysis #innovation  
#liberating structures  
You can help groups reflect on a shared experience in a way that builds understanding and spurs coordinated  
3 498 + USE METHOD

<https://www.sessionlab.com/library>



# Focus Time (iPhone and Google Cal)



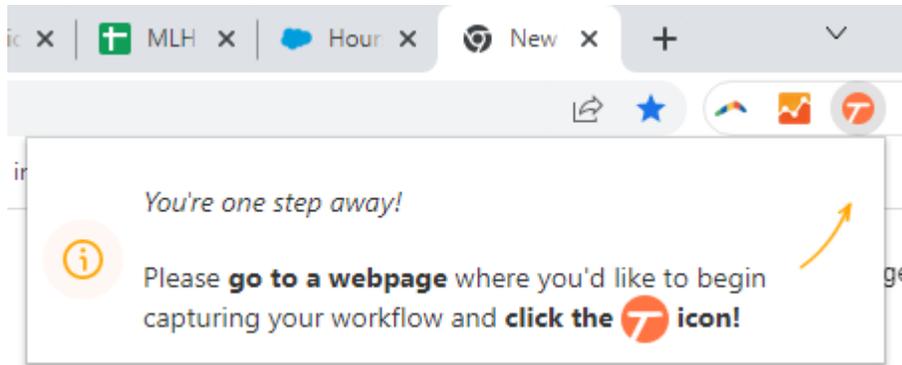


# Loom.com

The screenshot displays the Loom.com interface. On the left is a sidebar with the Loom logo and navigation options: Shiplo (345 members), Libraries (Team, Personal, Shared), Starred, Archives, and Settings. The main area features a video player titled "Executive Proposal 9/12/20" by Deja Harris, recorded on August 15, 2020. The video content shows a slide titled "Understanding the Market" with a presenter's video overlay. Below the video are engagement icons and a comment from Soraya Montenegro. On the right, a control panel includes "Share your video" (Copy Link, Share to Team Library), "Access Control" (Search Engine Indexing toggle, Add Password, Custom Access), "Viewer Engagement" (5 viewers, See Engagement), and "Edit Your Video" (Video Preferences, Trim Video, Add Call-to-Action, Add Thumbnail).



# Tango



Capture your workflow online and reduce it to a PDF for others to use.

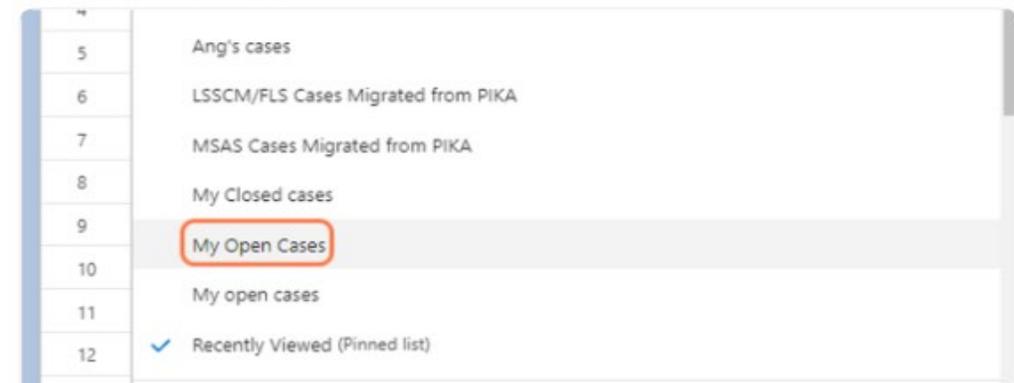
## STEP 3

Click the dropdown menu



## STEP 4

Click on My Open Cases







# Hidden Google Sites

The screenshot shows the 'What to watch' section of the Google homepage. At the top, there is a navigation bar with links for 'All', 'Books', 'News', 'Videos', 'Shopping', and 'More', along with a 'Tools' link on the right. Below this is the 'What to watch' header, which includes the text 'Recommended for you' and a 'Learn more' link. To the right of the header is an 'Edit your services' button. Below the header is a row of category buttons: 'All services', 'Movies', 'Shows', 'New', 'Drama', 'Action', 'Sci-fi', 'Adventure', 'Thriller', 'Horror', 'Comedy', 'Crime', and 'Free'. The main content area is divided into two sections: 'Popular movies and shows' and 'Top picks for you'. The 'Popular movies and shows' section features a horizontal row of movie posters for 'Moon Knight', 'Dropout', 'The Girl on the Train', 'Deep Water', 'Bubble', 'Halo', 'Moonfall', and 'The Thing About Pam'. The 'Top picks for you' section features a horizontal row of movie posters for 'The Captain', 'House of Haunted Hill', and several other titles. A 'More' button is located below the 'Top picks for you' section, and a 'Feedback' link is in the bottom right corner.



Netflix



Hulu



Amazon  
Prime Video



Disney+



HBO Max



Paramount+



Sling TV



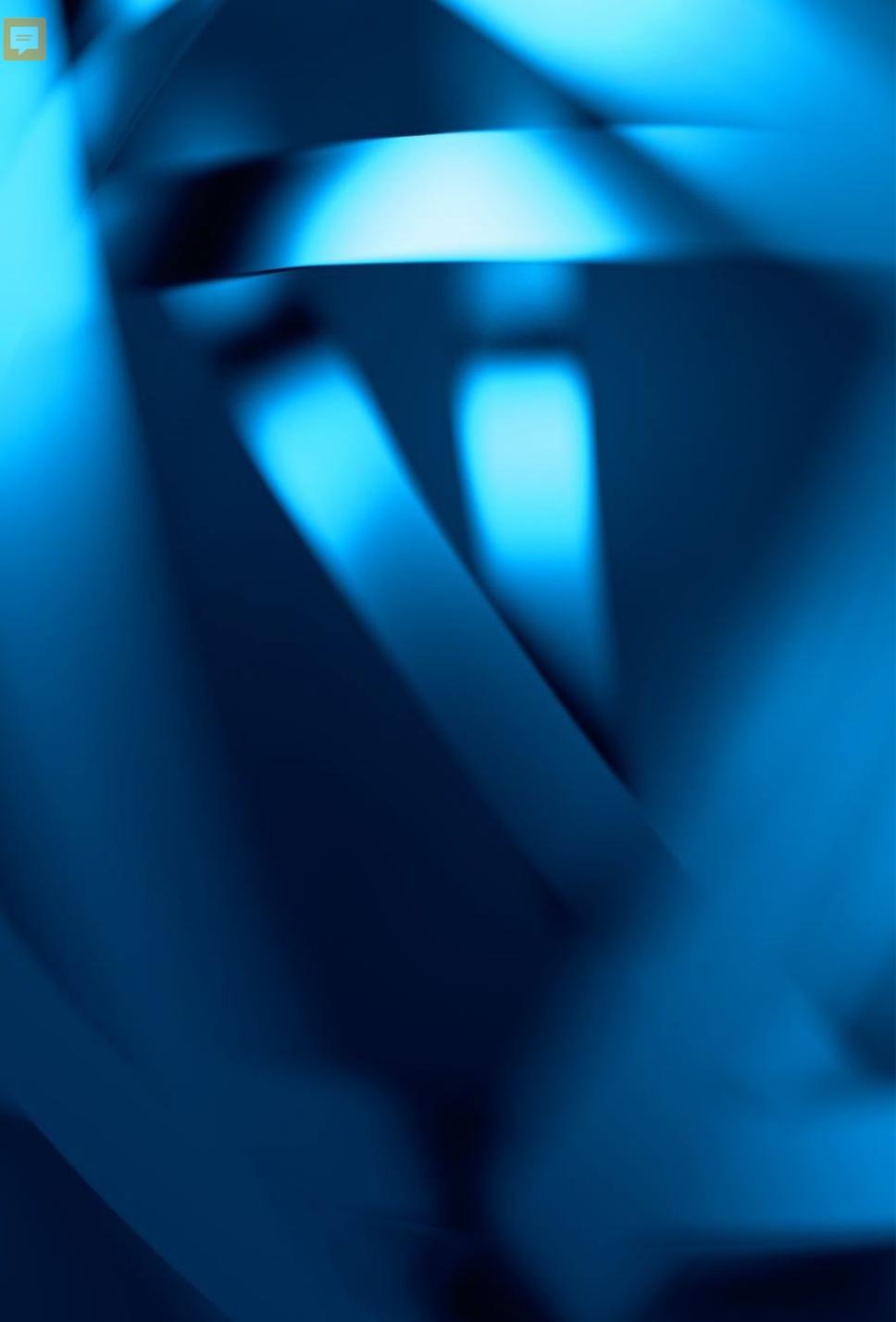
Viki



Starz



Showtime  
Anytime



# Useful Web Browsing Shortcuts

## Re-open a Tab you closed

- CTRL+SHIFT+T will open the last tab you closed

## Site Bookmark

- CTRL D will bookmark a site in the open tab

## Multiple Tabs Bookmark

- CTRL SHIFT D will bookmark sites in all open tabs.



PowerPoint Presentation3 - Saved

Search (Alt + Q)

File Home Insert Draw Design Transitions Animations Slide Show Review View Help Shape Editing

Share Comments Present Catch up

Calibri 28 A<sup>+</sup> A<sup>-</sup> B I U

1 50 Tech Tips Review

2 Agenda

# Agenda

- The first tech tip session
- Glenn's reflections
- Best tips
- Worst tips
- The "Jacksonville Debacle"

Designer

Add next 5 slides automatically

Add slides

or

Choose a design for this slide

Agenda

Agenda

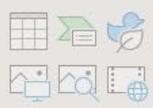
MS PPT:  
Automatic  
Slides  
Based on  
Agenda

- 1 50 Tech Tips Review
- 2 Agenda
  - Tech work sessions
  - Glenn's Reflections
  - Books
  - Webinars
  - The Network Balance
- 3 The first tech tip session
- 4 Glenn's Reflections
- 5 Best tips
- 6 Worst tips



# Glenn's Reflections

• Click to add text



Designer

# Read Aloud in Edge

The Unexpected Impacts Of A "Better Technology"

https://www.outsidethebeltway.com/the-unexpected-impacts-of-a-better-technology/

Read aloud

Voice options



**A**s many regulars know, I work for *Code for America*, a non-profit that works on improving the delivery of government services to the people who need them most and **strengthening our social safety net**. In a team meeting last week one of our engineers shared a great example of the types of problems that can happen when a company makes a decision to promote a "better" technology.

A number of years ago, Apple made the decision to default their iOS devices to the **High-Efficiency Image File Format (HEIF)** in 2017. Compared to JPEG it's a technically superior format. It's able to compress images more effectively without compromising on image quality. So long as you stay in the iOS/Apple ecosystem .heic great!

However, if you decide to venture outside of that system, then problems start to happen. For example, if you get an email from an iPhone user and you're not on an Apple device chances are it will be a .heic and you most likely won't be able to open it without installing new software. For a home user, that can be frustrating. But for a government office, most of which are locked into PC platforms, that can create lots of problems. Here's a civic tech friend who works in the criminal legal system calling out this problem on Twitter:

 **matt bernius** @mattBernius · Apr 15, 2022  
Something we just caught, Apple's decision to default iOS imaging to HEIC (& tweaks they made within their handling of that format) unintentionally led to issues accepting photos of

**Apple Announces iPhone 6, iPhone 6 Plus, iWatch, iOS8, and Apple Pay**



**Federal Judge Denies Request To Force Apple To Extract Data From iPhones In Drug Case**



**How Apple Avoids Paying Taxes**





# More Quick Keyboard Shortcuts

CTRL + Mouse Scroll Wheel: To quickly Zoom in and out

ALT + Tab: To move between open apps and windows

Windows Logo Key + Shift + S: Screenshot Snipping to Clipboard



## Thank you for attending the meeting

Please take a moment to fill out the survey below.

1. What percentage of the information was new to you? \*

- 100%
- 75%
- 50%
- 25%
- 0%

2. What percentage of this information is applicable to your current work? \*

- 100%
- 75%
- 50%
- 25%
- 0%

3. Would you like to learn more on this topic? \*

- Yes
- No

# Zoom Reports





### Cloud recording



Allow hosts to record and save the meeting in the cloud

Record the active speaker view

Record the gallery view

Record an audio only file

Save chat text from the meeting

#### Advanced cloud recording settings

Add a timestamp to the recording ?

Record thumbnails when sharing ?

Optimize the recording for 3rd party video editor ?

Audio transcript ?

Save

Cancel



# Zoom Transcripts

# Find Stored Wi-Fi Passwords in Windows

View your basic network information and set up connections

View your active networks

**TP-LINK\_GR2**

Private network

Access type: Internet

Connections: Ethernet 2  
Wi-Fi 2 (TP-LINK\_GR2)

Change your networking settings



Set up a new connection or network

Set up a broadband, dial-up, or VPN connection, or set up a router or access point



Troubleshoot problems

Diagnose and repair network

TP-LINK\_GR2 Wireless Network Properties

Connection

Security

Security type: WPA2-Personal

Encryption type: AES

Network security key: ●●●●●●

Show characters

Wi-Fi 2 Status

General

Connection

IPv4 Connectivity:	Internet
IPv6 Connectivity:	No network access
Media State:	Enabled
SSID:	TP-LINK_GR2
Duration:	00:03:27
Speed:	866.7 Mbps
Signal Quality:	

Details... Wireless Properties

Activity

	Sent	Received
Bytes:	1,598	148,487

Properties Disable Diagnose

Close

# AffectTheVerb.com / Disabled and Here

**affect** [Disabled And Here](#) [Care Awards](#) [News & Features](#) [Donate](#)

## Disabled And Here

Disabled And Here is a disability-led stock image and interview series celebrating disabled Black, Indigenous, people of color (BIPOC).



[Browse images](#) [Explore stories](#)

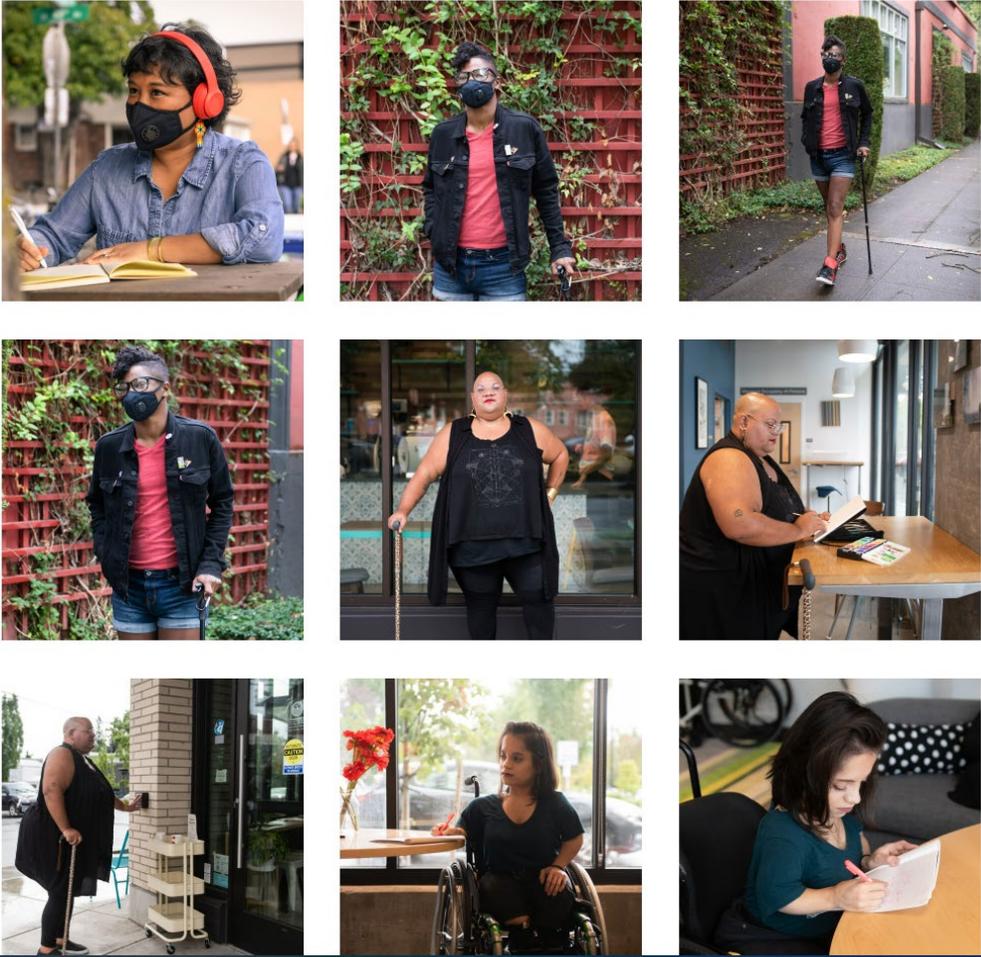
### Interview Spotlight

#### Meet Bemnia

“People treat diagnosis like it’s everything and if you don’t have a diagnosis, that means you don’t have [a disability]. It’s like: no, my symptoms didn’t all suddenly disappear just because you haven’t been able to come to a consensus on what to call this.”



**Category** [Community](#) [LGBTQ+](#) [Living](#) [Social Justice](#) [Browse tags](#)





> Jun – Jul 2022

SUN 26 MON 27

Home

Open Interviews  
1 – 4pm

Open Interviews

Event Focus time Out of office Task Appointment slots

Jun 27, 2022 1:00pm – 4:00pm Jun 27, 2022

Slots with duration 30 minutes

LaDierdre Johnson

More options Save

# Google Calendar Appointment Slots





# Smartwatch Tips

Multi-factor Authentication

Find My Phone

Theater mode



# https://acpbenefit.org



Do you already get Lifeline Benefits?

[Sign In](#)

[Home](#)

[Do I Qualify? ▾](#)

[How to Apply ▾](#)

[Manage My Benefit ▾](#)

[Companies Near Me](#)

[Help ▾](#)

## Stay Connected

The Affordable Connectivity Program (ACP) is a U.S. government program that helps many low income households pay for broadband service and internet connected devices.



The Affordable Connectivity Program is administered by USAC with oversight from the Federal Communications Commission (FCC).

# Professional development resources to support tech (or accidental tech) staff growth

- NTEN (Nonprofit Technology Enterprise Network) courses and certifications - \$125 - \$250

<https://www.nten.org/education/courses>

- A11Y Collective Courses on Accessible Design and Content (\$150 - \$275)

<https://www.a11y-collective.com/courses-overview>

- Fast Forward Academy - free (great for staff interested in digital product design and management)

<https://www.ffwd.org/academy>

Technology Conference  
for 23NTC! Log In Join

## View Schedule

Category:

**Advanced Google Analytics 4**

Website can make or break an online campaign or donor appeal. Learn how to use Google Analytics 4 to measure your outreach in this online course.

**Presented by:** Google

**Register now**  
Wed, August 30, 2022

[More Information](#)

**Basics of equitable program design**

Are you updating your nonprofit programs to serve your community's changing demographics? Learn the concepts of equity-focused design in this online course.

**Presented by:** Bridget Jackson

**Register now**  
Wed, August 10, 2022

[More Information](#)

**Bringing accessibility to your nonprofit's technology**

Tech accessibility shouldn't be an afterthought. Learn to use an accessibility lens to make your nonprofit's technology more inclusive in this online course.

**Presented by:** Dar Veverka

**Register now**  
Tue, May 10, 2022  
Wed, October 19, 2022

[More Information](#)

**Building digital inclusion with community engagement**

Cultivating an engaged community is key to increasing digital inclusion. Learn ways to plan effective public participation in this online course.

**Presented by:** Autumn Glover

**Register now**  
Wed, June 29, 2022  
Tue, November 29, 2022

[More Information](#)

**Communications Fundamentals**

Learn how to take a holistic look at communications elements you can unify and guide your digital and content development in this online course.

**Presented by:** Oliveira

**Register now**  
Tue, April 14, 2022  
September 6, 2022

[More Information](#)

**Community-centered strategic planning**

Communities are often left out of the strategic planning process. Learn ways to meaningfully center communities in your process in this online course.

**Presented by:** Joseph Barretto

**Register now**  
Tue, August 9, 2022

[More Information](#)

**Culture and change management**

There are many potential pitfalls in an organizational change process. Learn how to build internal support to manage change at your nonprofit in this online course.

**Presented by:** Michael Reardon

**Register now**  
Tue, April 26, 2022  
Wed, October 5, 2022

[More Information](#)

**Data for digital inclusion**

Expanding digital inclusion requires an understanding of data. Learn how to access and interpret data for strategic equity decisions in this online course.

**Presented by:** Roberto Gallardo

**Register now**  
Wed, April 27, 2022  
Tue, October 4, 2022

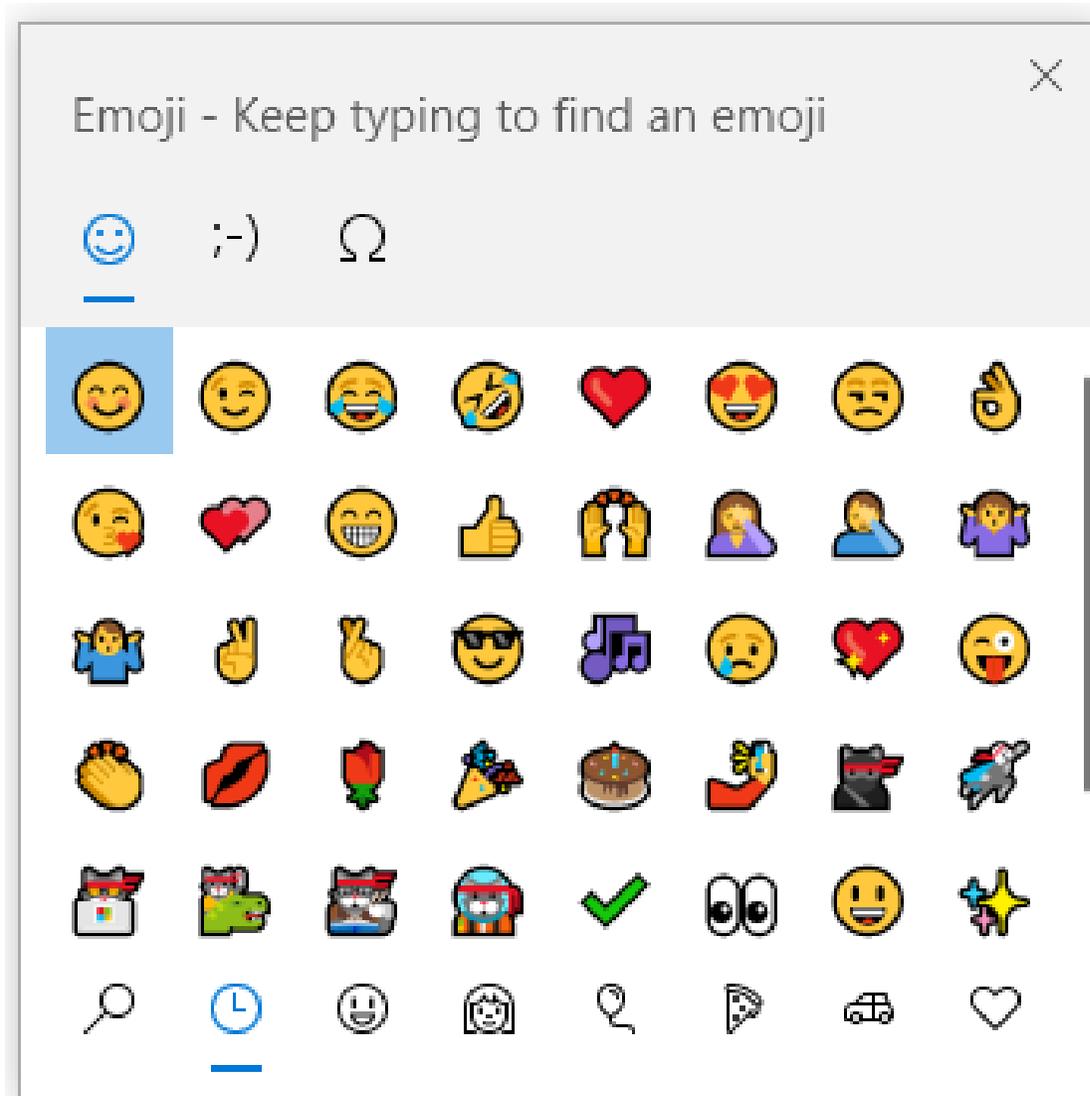
[More Information](#)

Emoji Keyboard:  
Windows Key + Period.

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+ .





# Stanford's d.school ACTIVE & REFLECTIVE Playlists

<https://dschool.stanford.edu/resources/two-playlists-for-classroom-use>





## SECURITY

# Protect yourself online with Safety check

Run Safety check to make sure your browser and passwords are as secure as possible.

1. At the top right, click **More**  > **Settings**.
2. Click **Privacy and Security** .
3. Under Safety check click **Check now**.

Safety check



Chrome can help keep you safe from data breaches, bad extensions, and more

[Check now](#)

# Chrome Safety Check

# Thank you!

Angela Tripp, MPLP IT [trippa@mplp.org](mailto:trippa@mplp.org)