

# TRICKS FOR MORE EFFICIENT COMPUTING



Do you envy your friends who can do wonders with their computers? Computer hacks, tricks and shortcuts streamline your computing time, and you don't have to be a computer genius to make them work for you.

Here are three of the best tips for both Mac and PC users. While some of these work with older systems, most assume your system is up to date, with Windows 10 or Mac Mojave.

**1. Organize Your Desktop** If you typically have a screen full of open windows, Shake is a way to clear the clutter on a PC. Grab the top of a tab you want to keep visible (hover cursor over it and hold down left mouse key) then shake it to minimize all the other windows. Shake again and the windows come back.

For Mac users, the trick to hiding inactive windows and apps is to use the keyboard shortcut Command + Option + H.

**2. Save time with scanning tasks** For Mac users, Continuity Camera allows you to use your iPhone to photograph or scan objects and documents, which instantly appear on your Mac.

For quick access: Right-click in Finder, Mail, Messages, Notes, Pages, Keynote or Numbers and you'll see a new option in the menu: Take a Photo or Scan Document. Select that, then use your iPhone to take the shot.

PC users can create a scanning shortcut instead of accessing your printer each time. This process creates a desktop icon that opens a new scan window.

- Right click on an open area on the desktop and select New > Shortcut.

- The location of the item would be C:\Windows\System32\cmd.exe /c wiaacmgr
- Click Next, then name your shortcut. You'll see a new icon on the desktop. The icon script will launch the Windows Scan tool.

**3. Use keyboard shortcuts** A computer whiz knows keyboard shortcuts for Word, Gmail, Photoshop and other programs used often.

**Here are a few tricks for Windows:**

- Alt + Tab: Switch between open apps.
- F2: Rename a selected item.
- Windows key + L: Lock your PC.
- Windows key + E: Open the File Explorer.
- Alt + F8: Show your password on the sign-in screen.

**Try these shortcuts for Mac:**

- Command + F: Find items in a document or open a Find window.
- Shift + Command + Q: Log out of your macOS user account.
- Control + Command + Media Eject: Quit all apps and restart your Mac.
- Shift + Command + Delete: Empty the Trash.
- Command + Semicolon: Find misspelled words in a document.

With practice, your computing speed will increase dramatically. Strong computing skills are not only impressive to your friends, but they are a desired asset for work and make you a better candidate in a job search. 🚀

**SHORT ON TIME?**

## Need Help But Don't Have Time To Chat?

Do you need technical help, but don't have time to call or chat with us online? You can create and submit your own support ticket anytime. Visit arvig.net and sign into your account. You will see Submit a Support Ticket near the top of the page.

Please fill out the form completely. This helps us better prepare to address your issue in a timely manner. Then, choose the best way for us to contact you—you can even pick the best time for us to call.

You can expect a reply to your inquiry in less than 24 hours.

## Coming Soon: New Pay My Bill Access

Paying your Arvig invoice online at arvig.net will be easier beginning this summer. We're in the process of streamlining our online bill payment system where customers can update their auto payment information, make one time payments and view their invoice. Stay tuned for additional information!



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## CALLER ID FAKE CALLS

Have you received a call on your phone that shows your own number on the caller ID? We still receive reports from customers about telephone calls from telemarketers that show their own phone number on the caller ID. Don't be alarmed! Telemarketers have methods to "spoof" a phone number to trick the caller ID system to show whatever number they want.

If you receive one of these calls, we have a few suggestions:

- Don't answer. In most cases, these calls are telemarketers.
- If you do answer, let them know you would like your phone number to be removed from their list.
- If you haven't already, add your phone number(s) to the National Do Not Call Registry. You can visit their website at [donotcall.gov](http://donotcall.gov) to register your number(s) and learn more, or call 888-382-1222. 📞



## COMMUNITY SUPPORT

Parade season is just around the corner and we need your help!

You have the chance to bring us to your town. Local non-profit youth groups are needed to represent Arvig in select communities, voted on by you. In return, groups will earn a \$200 donation for their organization.

Organizations and locations will be selected based on the number of entries received. Those chosen will be notified via email. Please note that all parades are tentative due to weather and other factors beyond our control.

If you would like your town or organization to be considered, sign up now at [arvig.net/parades](http://arvig.net/parades). 📞

**Good luck** to everyone who enters!