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## Spring Clean Your Digital Life

Many people see spring as an opportunity to give their living environment a fresh start—to clear out the clutter, consolidate your belongings, get organized and clean everything down to the studs. But beyond finally emptying out that junk drawer inexplicably filled with rubber bands—there’s the “spring clean” from a digital perspective to consider alongside the dusty shoe rack.

But let’s be honest. Sometimes, getting your digital life in order can feel overwhelming and time-consuming. Luckily, we can help! This handy list of easy digital spring cleaning tips will help you clean up your digital life in no time—no rubber gloves required.

### **Unsubscribe from promotional emails**

One habit you should acquire when it comes to your email inbox: Aggressively unsubscribe. Every few months you need to do this.

Especially now when companies collect your email address in all kinds of ways. You buy one t-shirt from Old Navy and suddenly your inbox is jammed with daily promos. Check the bottom of an email to unsubscribe. The sender may have offered the option to take yourself off the mailing list, with a link that says “Unsubscribe” or “Change email preferences.”

### **Update and change your passwords**

Data breaches can go undetected for months and sometimes years. What’s the best way to protect yourself? Stop reusing the same passwords on multiple accounts. All your accounts—but especially those that store sensitive information like credit card or social security numbers—should be protected with strong, unique passwords.

### **Enable two-factor identification**

After you’ve updated your important passwords, set up two-factor authentication



## Spring Clean Your Digital Life continued

(2FA). 2FA adds an extra layer of security by verifying your identity using two of three possible identifiers: something you know (your password, PIN number, zip code, etc.) something you are (via facial recognition, your fingerprints, retina scans, etc.), or something you have (a smartcard, your smartphone, etc.).

### **Delete old accounts**

The average American has around 150 accounts. That's 150 places your personal information is stored and where you've potentially reused passwords in the past. Eliminating these old accounts is the best way to protect your personal information online.

### **Ditch unused apps**

That app that you just had to download...there is a good chance you haven't touched it since. For the same reasons as outlined above, get rid of it!

Research finds that fewer than 25% of users return to an app after the first time they use it. So do yourself (and your phone storage) a favor and delete apps you'll never use again.

### **Clean up your desktop**

If your anything like me, you've got a desktop completely covered by random files that you never open. Be ruthless about any files that you don't use—drag as many of them to the recycle bin as possible and delete them forever. Sort any remaining files by kind, so that when it comes to what remains, you know what's what.

### **Delete the contents of your downloads folder**

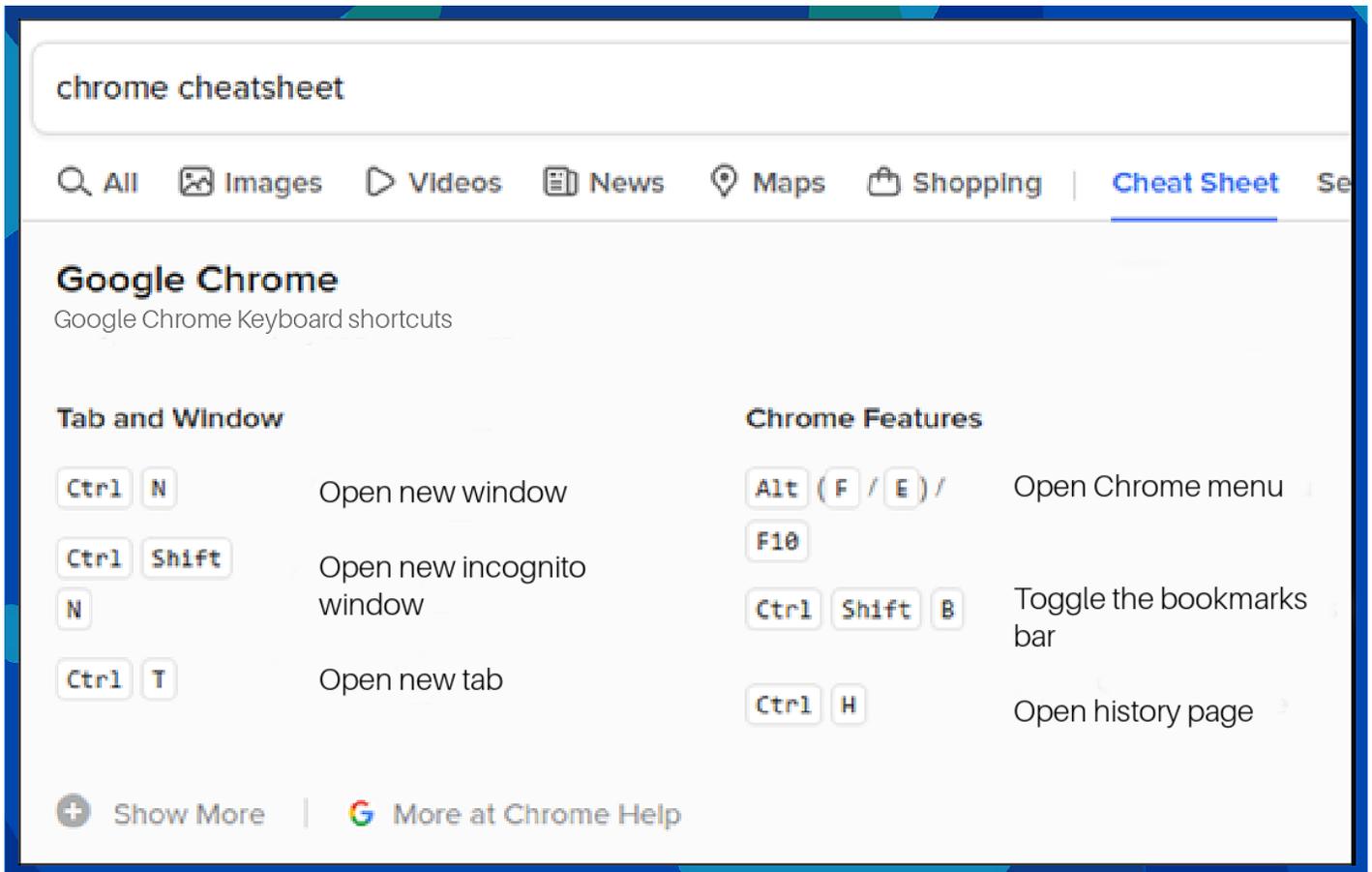
It's really easy for your downloads folder to get out of hand and take up a large quantity of hard drive space. Get rid of any unwanted downloads in here—this will make your drive more roomy and again potentially speed up your system.



### **DuckDuckGo's Cheatsheet Feature Is Awesome**

The DuckDuckGo search engine is mainly known for its privacy, but it also offers a little-known productivity feature. You can quickly pull up lists of keyboard shortcuts or basic code using a cheat sheet search.

Let's say you want to get more handy with shortcuts and hotkeys when you're browsing the web. On either desktop or mobile, just search for chrome cheatsheet in DuckDuckGo, and you'll get a snippet of useful keyboard shortcuts for Chrome.



You can click "Show More" to get a more extensive list, or "More at Chrome Help" for a complete guide.

You can find shortcuts and hotkeys for other applications by replacing chrome with the name of another app, like Firefox or Photoshop. It's much faster than trying to find and navigate the application's user guide, and the "More" button will usually link to that user guide if you need it. This feature works with more than just apps, though. You'll find cheat sheets for Windows, Mac, and even Linux desktop environments like GNOME and i3. Programming languages such as Python and C also get coverage with explanations of basic code, plus markup languages like HTML and Markdown.

It's worth noting that the project behind the feature, called DuckDuckHack, is unfortunately on hiatus while DuckDuckGo focuses on its privacy features. For that reason, you might come across some outdated information. We hope the DuckDuckGo team revives the project soon, as it's an exceptionally useful tool that you don't get in any other popular search engine.

If you find the cheat sheet function handy yourself, you can make searches even faster by making DuckDuckGo your default search engine.

HOW TO TAKE A



# screenshot

by Tapping the Back  
of Your iPhone

## How Does Back Tap Work?

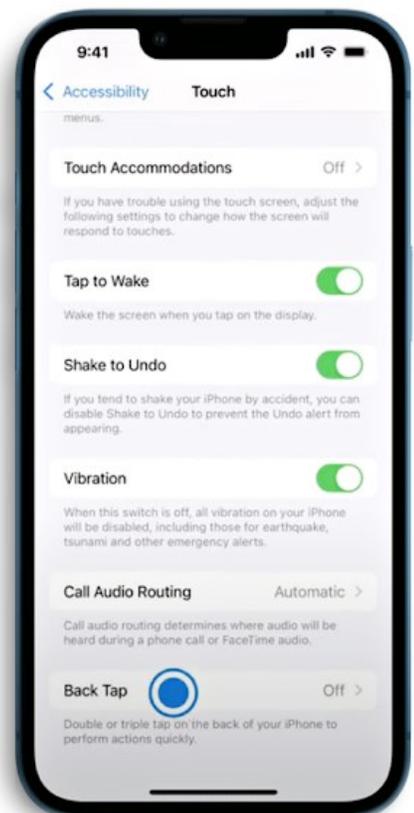
Back Tap, first introduced in iOS 14, uses the accelerometer in an iPhone 8 or later to detect if you have tapped on the back side of your device. In Settings, you can configure two or three taps to launch certain actions on your phone. Apple considers this an accessibility feature, but it can be useful for everyone.

Ordinarily, you'd take a screenshot by using a combination of physical buttons on your iPhone, but it's

easy to fumble them and accidentally lock your iPhone or adjust the volume. With this tip, a quick screenshot is only just two or three taps away.

### Turn on Back Tap

- Go to Settings > Accessibility > Touch, and tap Back Tap.
- Tap Double Tap or Triple Tap and choose an action.
- Double or triple tap on the back of your iPhone to trigger the action you set.



In “Back Tap” settings, you have a choice of assigning the screenshot action to either two taps (“Double Tap”) or three taps (“Triple Tap”) on the back of the case. Select the option you’d like. In the menu that pops up, scroll down the list until you locate “Screenshot,” then select it. After that, go back one menu level to make sure your selection is saved, then exit Settings.

You can even set a double or triple tap to trigger an Accessibility Shortcut to quickly access features like Assistive Touch, Siri Shortcuts, Magnifier, Reachability, and VoiceOver.

The next time you tap two or three times (depending on which setting you chose) on the back of your iPhone, iOS will capture an image of your iPhone’s current screen and save it to an image file. The screenshot images you take will be saved in your photo album as usual, and they can be viewed later in the Photos app. Have fun!

# Scanning QR Codes

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**1**  
Open your camera and point your device at the QR code
- 

**2**  
Wait for camera to recognize and scan QR code
- 

**3**  
Click banner or notification when it appears on your screen
- 

**4**  
Information associated with the QR code will automatically load

 For detailed instructions and troubleshooting tips visit <https://home.binwise.com/blog/how-to-scan-qr-code>



# What Does "Sleep" Mean in Windows



If you've noticed a "Sleep" power option (or have seen a moon icon) in Windows 10 or 11, you might be curious about what it does. We'll explain this sleepy power state and show why it really comes in handy.

## What Does Sleep Do?

When you put your Windows PC to sleep, your computer preserves everything you're working on (open apps, files, browser windows, etc.) and enters a special low-power mode. While asleep, you can't use your PC, but you can quickly resume your work later.

Apple's Mac computers support a sleep mode too, which works similarly to Windows PC sleep states and achieves the same result: power savings.

## What's Good About Putting a PC to Sleep?

Putting your PC to sleep saves power while preserving the state of your PC so you can resume working quickly. This comes in particularly handy with portable devices such as tablets and laptops that you might use for a while, put to sleep to preserve battery life, then wake again and resume work.

In general, sleep mode provides enough power for some USB devices (such as a mouse or keyboard, so you can use them to wake the PC later) and RAM (so you don't lose what you're working on), but powers down the more power-hungry elements of your PC, such as the PC, GPU, and storage disks. While asleep, laptops might use 1 watt of power (versus 20-30 watts awake), and desktop PCs might use about 10 watts (versus 100-500 watts or more awake).

## How to Put Your PC to Sleep Manually

To initiate sleep from within Windows, click the Start menu, and when the menu appears, select the power icon (on the left in Windows 10 and the right in Windows 11). In the menu that pops up, choose "Sleep."

## How to Put Your PC to Sleep Automatically

In Windows 10 Settings, select System > Power & Sleep. Then use the drop-down menu below "When plugged in, PC goes to sleep after," and choose a duration.

In Windows 11 Settings, select System > Power & Battery. Then expand the "Screen and Sleep" section and click the drop-down menu beside "On battery power, put my device to sleep after" or "When plugged in, put my device to sleep after." Select a time period (such as "15 minutes").

After that, close Settings, and you're ready to go. If your PC stays inactive for the time period you chose in settings, your PC will automatically enter sleep mode. Wake it later by pressing the power button, tapping the keyboard, or moving your mouse. Good luck, and pleasant dreams!

**A  
Shout Out  
Goes To**

**Jeff Howard, Owner  
C.W.Howard Insurance Agency**

"We've been customers of Pittsburgh Computer Solutions for about 12 years. Their staff has always been very responsive to our IT needs. From maintaining our computers and backing up our data, PCS has been great to work with. I highly recommend them."

**Thanks Jeff !**