

## A FEW THINGS EVERY ADOBE ELEMENTS USER SHOULD KNOW

### 1. Check for computer updates on the day you plan to take a class or attend a SIG meeting

Take time before the meeting starts to ensure your computer is up to date. For PC's use the shortcut Windows i> Update and Security> Check for updates. For Mac you can probably skip this step. Also, open Zoom and click on your Zoom profile picture (or icon)>check for updates.

**2. Zoom Tip** We always want to look our best on Zoom so make sure you are looking into the camera. Most built in cameras are at the top of the computer screen. Sit up straight and look at the camera lens. If your laptop or desktop camera lens is lower than your line of sight put a box or some books under the computer screen to raise it. (Use a ruler and level if necessary) Have some fun with the new backgrounds and filters in Zoom.

**3. Do you spend more than two minutes a day looking for files on your hard drive?** If you do, it is high time that you learned to multitask and use the Quick Access feature in Windows and Finder in Mac. Quick Access press Win + E, Multitask press Win +Tab. (We may need a class on this)

**4. Work faster -use keyboard shortcuts** One of my favorite shortcuts involves the color selection box. Press D to get the default colors black and white. Press X to switch the foreground color and the background color. So much easier than finding that teeny-tiny, curved arrow. If you want a specific color, just click on one of the squares and the color picker will pop up.

### **5. Fix Wi-Fi problems**

Nothing's worse than a spotty and sluggish wireless network. Movies stop to buffer, online games lag and Zoom video calls drop.

First, double-check that the Internet speed you are getting is as fast as what you are paying for. Go to speedtest.net to find your current upload and download speeds. Next go to your Internet Provider's website and verify the- plan you are on. Count the number of devices in your home that are using wi-fi. You may need to increase your plan. Call and discuss the problem with your ISP. Keep a log of the number of times you have called regarding internet access. (I am on a first name basis with my provider, but I must say the service is better this summer than last)

Make sure your wireless network is encrypted. A sudden drop-off in wireless network speed could be a sign that your neighbors are using your open connection to surf and download files. <https://www.lifewire.com/how-to-encrypt-your-wireless->

If parts of your home are Wi-Fi dead spots or get very weak signals, try placing the router in an open, central location - away from walls and obstructions, such as metal filing cabinets.

You could also try the trusty beer-can hack. This involves cutting a beer or soda can open with a utility knife to make a parabolic antenna out of it. This offbeat trick can boost your network by two bars or more. It is easy, check YouTube for a how-to video. I purchased a Google wi-fi booster to use in AZ.