

Greater Fort Worth Area NBPW Club **TECHNOLOGY HOW TOS WORKSHOP**

■ WED | MAY 1, 2024

LEARN TIPS AND TRICKS



Topics of Interest

- QR Code Generator
- Canva
- PosterMyWall
- Bitly URL Shortener
- Flipbook

www.greaterfwbpwc.org



QR Code Generator

The term QR Code stands for **Quick Response Code**. It is compiled of square barcodes (two-dimensional barcodes) that were first developed and used in Japan. A QR code is nothing more than a way to store information in a machine-readable optical label. People and companies use them to store and distribute all kinds of information in a manner that is quickly accessible to anyone with a Smartphone. All you do is simply open your camera on your phone and the Web Address will show up for you to click on.

I used a QR code most recently at the end of our Founders' Day Journal to take the user directly to our Membership Page on the club website.

Scan Me for Membership Information



When you need to create a **FREE QR Code Generators**, check out the services below:

- QR Code Monkey (qrcode-monkey.com)
- QR Code Generator (<https://goqr.me>)

Canva (Graphics Design Tool)

Canva is a free-to-use online graphic design tool. Use it to create social media posts, presentations, flyers, posters, videos, logos and more.

You can set up a free account at www.canva.com

This Gift Certificate was created with Canva



PosterMyWall (Graphics Design Tool)

PosterMyWall is an excellent platform for creating promotional content including graphics, videos, flyers, and email campaigns. Whether you're promoting your business, organization, an event, or managing an organization, PosterMyWall simplifies the process.

You can set up a free account at www.postermywall.com

Scholarship flyer below created with PosterMyWall



Bitly.com - URL Shortener

This software allows you to shorten a long URL string. For Example, our Club Donation Link

URL Link: https://www.paypal.com/donate?hosted_button_id=T3473N2WSBJQU

Bitly Link: bit.ly/3UAuUSk (Same link but shorter)

You can set up a free account at www.bitly.com

Online Flipbook

An online Flipbook draws attention to your brand by turning PDFs into interactive HTML5 flipbooks. You can create digital flipbooks with your custom design, your logo, branded links, and more.

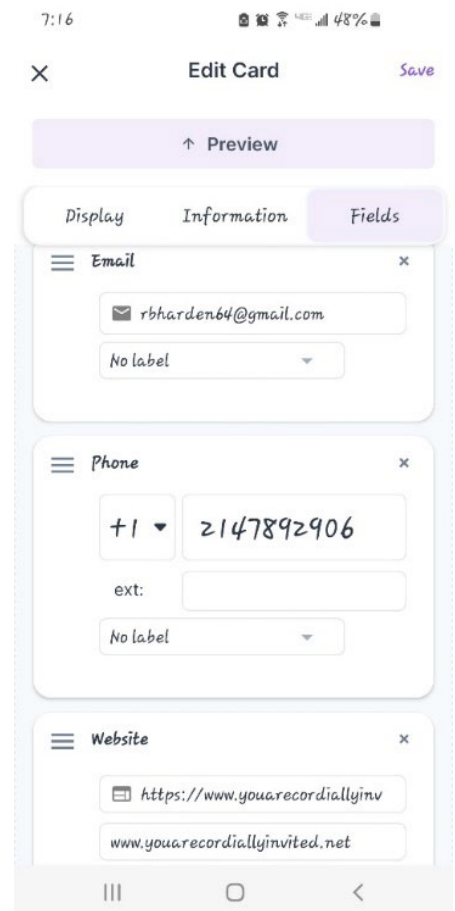
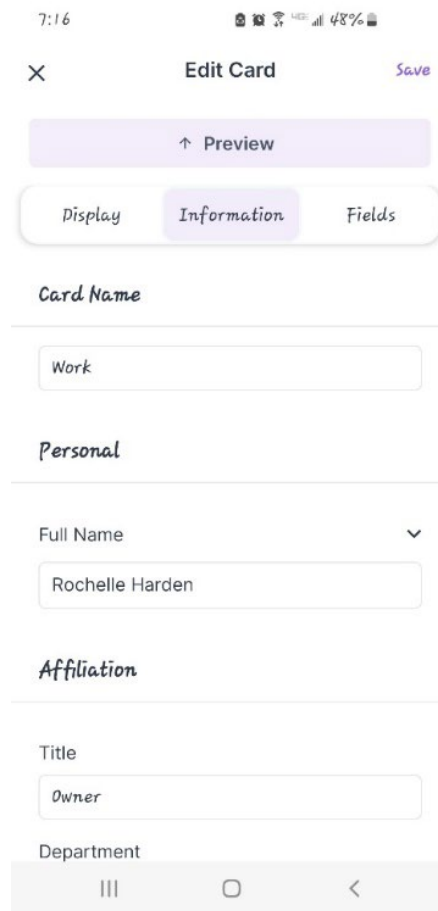
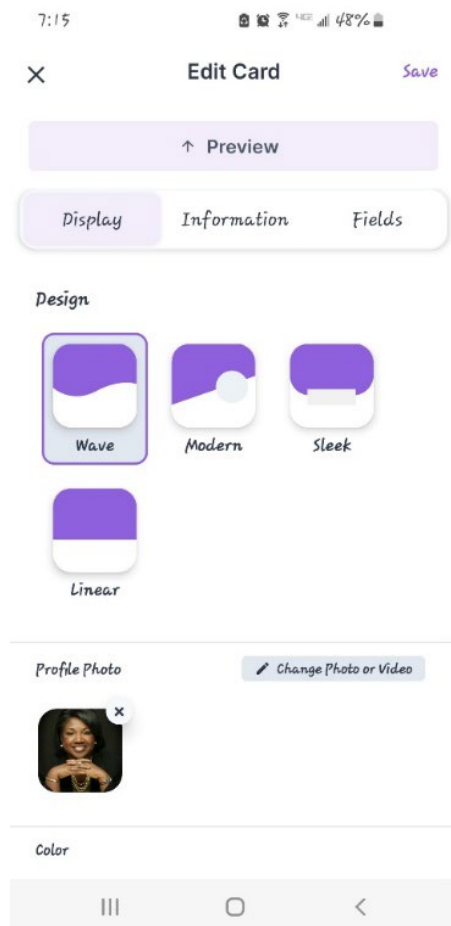
I used online flipbooks for our 47th Founders' Day and Women's History Month presentations during the pandemic. See 47th Founders Day link: <https://online.fliphtml5.com/lcqzj/wnap/#p=1>

Free online flipbooks: <https://fliphtml5.com>

HiHello Digital Business Card on your Smartphone

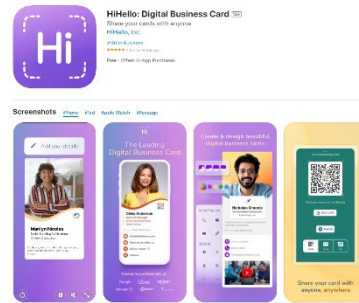
Android Phone

- 1) Go to Play store
- 2) Look for “hi hello app”
- 3) Install and Open App
- 4) Display:
 - a. Choose your Design
 - b. Upload a Profile Photo from your phone
- 5) Information:
 - a. Card Name (Work or Home)
 - b. Personal (Full Name)
 - c. Affiliation (Title, Department, Company, Headline)
- 6) Fields:
 - a. Email
 - b. Phone
 - c. Website
- 7) Save

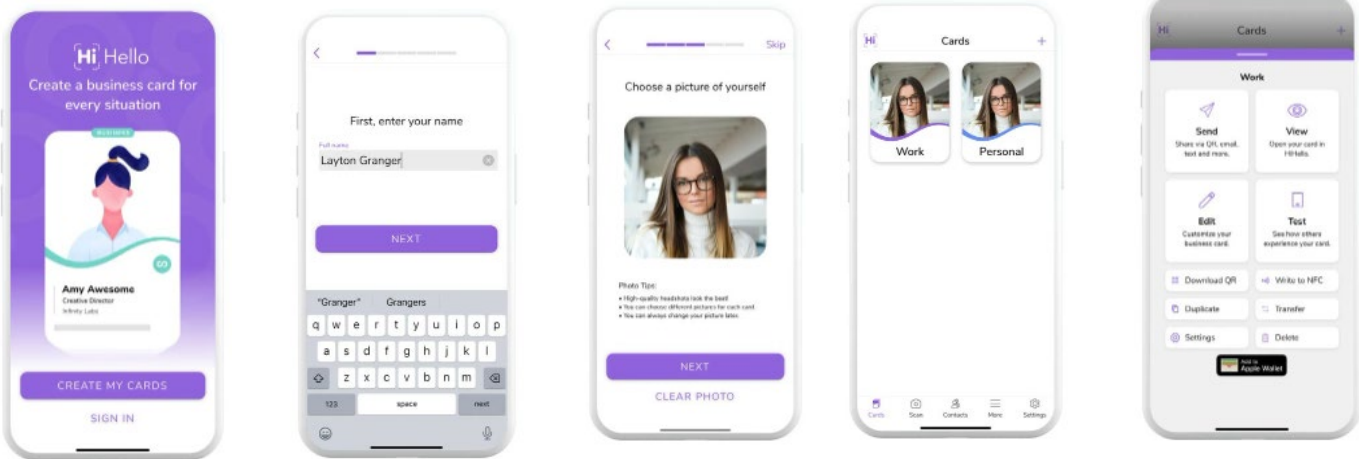


iPhone

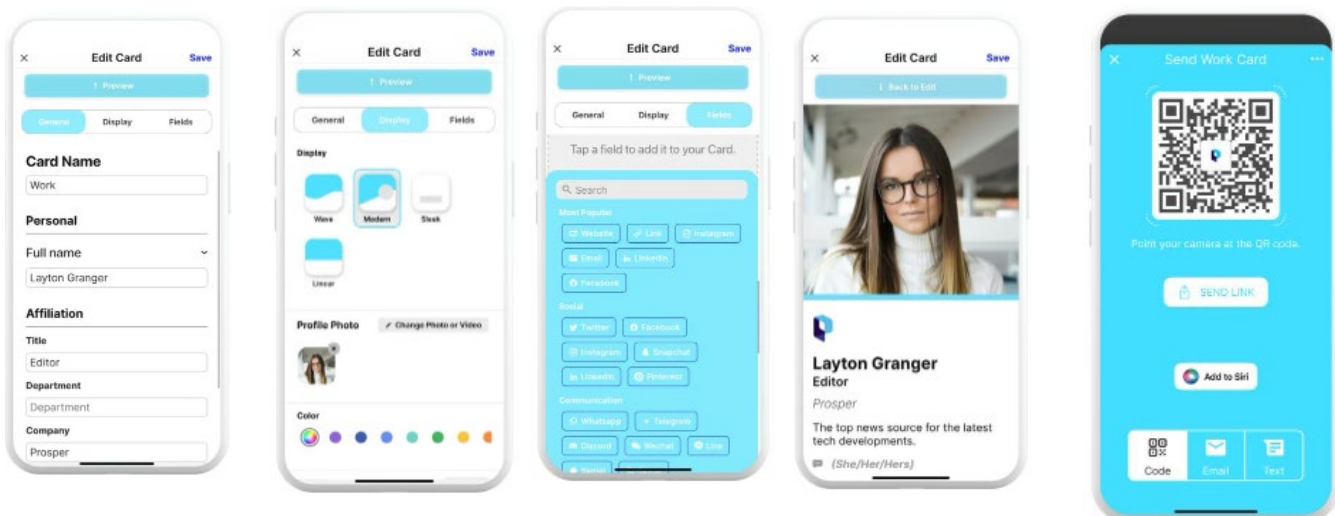
- 1) Go to App store
- 2) Look for “**HiHello: Digital Business Card**”



- 3) Click on “Get” to Install and Open App (You’ll see screenshots below)
- 4) Create Account
 - a. Enter your information
 - b. Add a Photo
 - c. Tap the card you want to edit
 - d. Tap the three bar menu and Edit



- 5) Pick a color, logo and more.....
- 6) Preview and save your card
- 7) Share your card





CashApp

Cash App is a mobile payment service available in the United States and the United Kingdom that allows users to transfer money to one another using a mobile phone app. Cash App is an easy way to send, spend, save, and invest your money. Very popular with our Youth!

CAUTION: *Be careful using CashApp because you can get more random activity than you do using Zelle & PayPal, so you want to be sure you know the person before you share your info with them.*

Here's how it works:

- Download the app for iPhone or Android.
- Create a Cash App account
- Connect Cash App to your bank account
- Add cash to your Cash App

When you have money in Cash App, you can:

- Send money to friends
- Receive money from friends
- Pay for stuff
- Buy/sell stocks or Bitcoin

How to Download App

Cash App is available on the Apple App Store and Google Play Store. Download it directly to your mobile device.

Create an Account

1. Tap on Cash App to launch it.
2. To create an account, enter your phone number or an email address
3. Cash App will send you a secret code via text or email – enter it
4. You can invite friends to sign up with Cash App to earn cash (optional)
5. Enter your debit card info to link your bank account to Cash App
6. Pick a \$cashtag – a unique username you'll use to send and receive money
7. Enter your zip code
8. Start using Cash App!

Sending and Receiving \$

You can quickly send and receive money with Cash App.

- Tap the \$ for the Cash App main screen.
- Enter the amount of cash you want to send or receive.
- Tap Request or Pay to search for a \$cashtag, Phone number, or email address.
- Add a note (if you want)
- Tap Request or Pay to complete the transaction.

Cash App Security Tips:

- To be safe online, only tell people you know your Cash App tag.
- Keep your full debit/credit card number, PIN, banking information, and SSN to yourself.
- Don't give any of these details to anyone, even if they are claiming they work for Cash App. Cash App reps should never ask for this information.

Distribution List in Gmail

(How to import contacts for a Distribution List)

Excel


1. Create an Excel spreadsheet with the roster of email accounts. (sample below)
2. Name and Save the file as .CSV

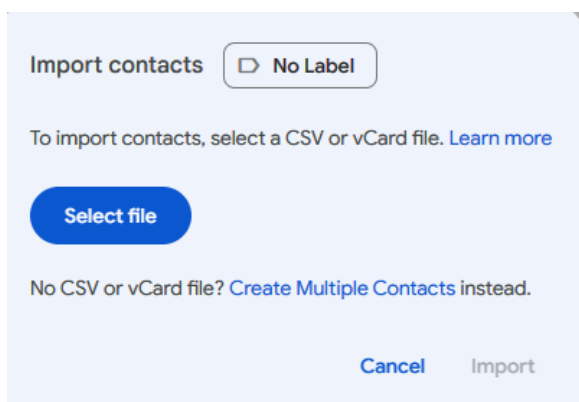
Member Name	Email
Rochelle Harden	Rbharden64@gmail.com
Greater FW Club	greaterfw@gmail.com

GMAIL

1. Open your Gmail account.
2. Go to Google Apps (right next to the gear wheel)



3. Click on Contacts
4. Scroll down the left side of your screen and Click the Import button in the Contacts window. 
5. Click the Select file button and select the .CSV file to be imported.



6. Click the import button.
7. You will see “Imported <name of file>”
8. Click the edit pencil to change the name of the distribution list.

Tips to Identify Scams BEFORE They Happen

While not a sure-fire way to avoid all types of scams, if you follow these hints to identify them, the likelihood of being a victim lowers dramatically.

Hints to identify scams:

- Personal information is requested via email, web, or phone.
- The contact comes to you, and not the other way around.
- Emails ask you to click on something.
- Text messages ask you to click on a link.
- You are asked to visit a website.
- Initial contact from the "IRS" is anything other than by mail.
- You feel threatened.
- Fear is used as a tactic.

You are a target:

If you fit into one of the following groups of people, your scam meter should go way up. Here are the groups most at risk for ID theft, along with why these groups are tempting targets:

- Elderly: High trust, generally less tech savvy
- Students: Low income, high debt, and lack of street smarts
- Immigrants: Easy to threaten resident status, lower understanding of processes
- Heavy Social media users: More willing to give away their identity and to click on things

Email Scams:

Some things to consider if you feel that you are being scammed:

- 1) Check out the **From:**, **Reply-to:**, and **To:** fields of the email; make sure that the from email is one that you recognize
- 2) Check out the body of the message for spelling errors; outrageous requests, and verbiage that wouldn't normally come from your friend.
- 3) The Header example of the Scam Email that I received:

from: **Gail Thames** gailthames@sbcglobal.net → This is my friend's correct email

reply-to: Gail Thames <gailthames@gmail.com> → This is the scam email address; you'll notice that her first name is spelled differently and its now gmail.com rather than sbcglobal.net

to: → The To: field was empty

date: Sep 12, 2022, 1:53 PM

subject: checking in

signed-by: sbcglobal.net



Technology Workshop Survey

(Survey created with Google Forms and QR Code created with PosterMyWall)

Simply open your camera on your phone and the Web Address will show up for you to click on.

***WE VALUE
YOUR OPINION***



Scan the QR code
& help us enhance
your experience.

www.greaterfwbpwc.org