New Ways to Streamline Your Business with Technology

- This class is a collection of software, cloud services, and iPhone apps for business management. Available at berrypiano.com/cloud
- By Ron Berry
  317.255.8213
  ron@berrypiano.com
  berrypiano.com
  @berrypiano

My mind is like an internet browser. 17 tabs are open, 4 of them are frozen and I don’t know where the music is coming from

HYGOQUOTES.COM

What Gender is your computer?

OpenOffice.org

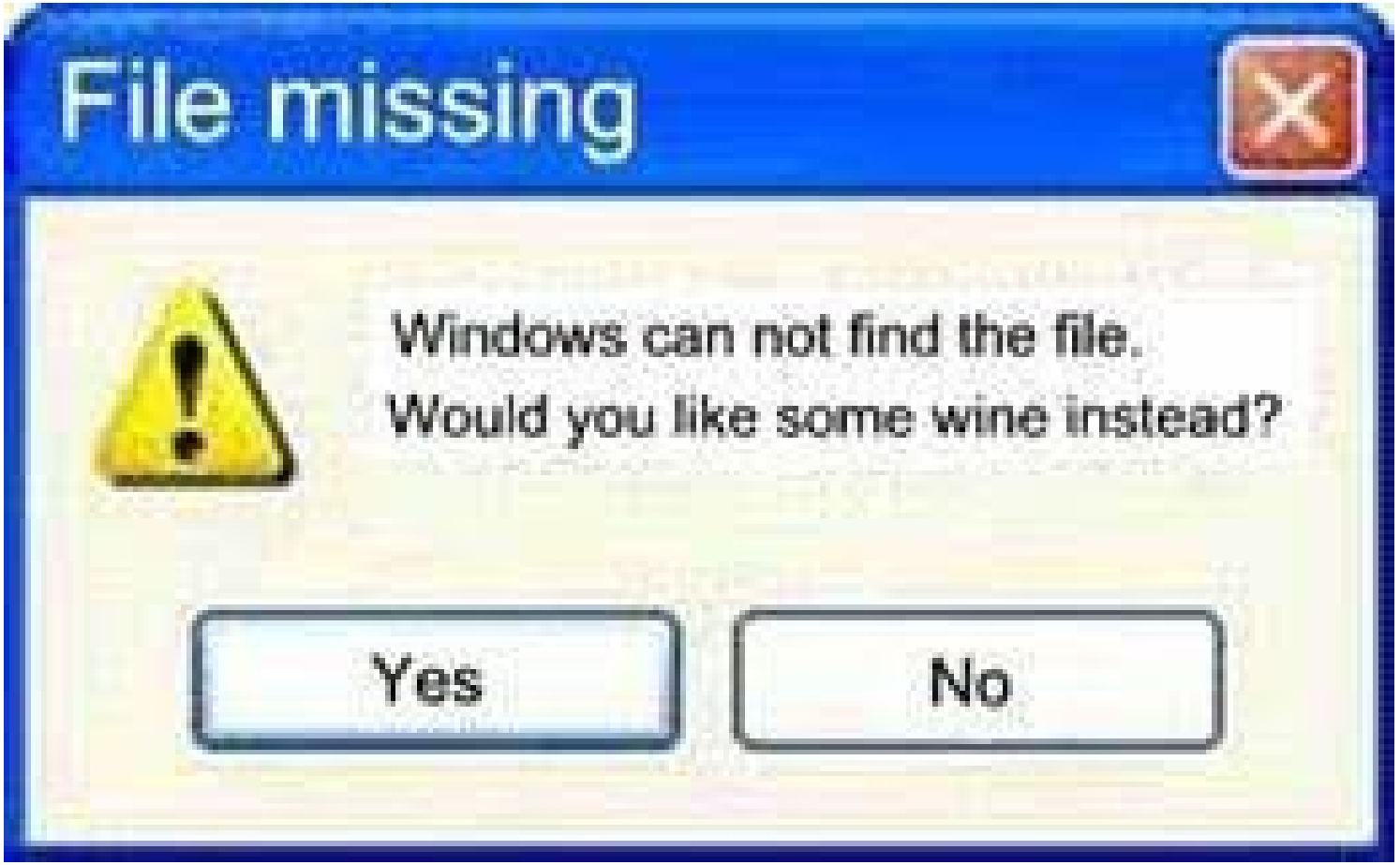
A complete office suite with Word Processor, Spreadsheet, Database, and Presentation software that is compatible with Microsoft Office files. Open Office is free. This is not cloud software but it runs on any computer and you can get mobile apps that view its files.

Organizing your files

Mike Song came to PTG a few years back and showed us the COTA system for organizing files on a computer.

- **C**lients
- **O**utput
- **T**eams
- **A**dmin

There is a quick overview of this system here.

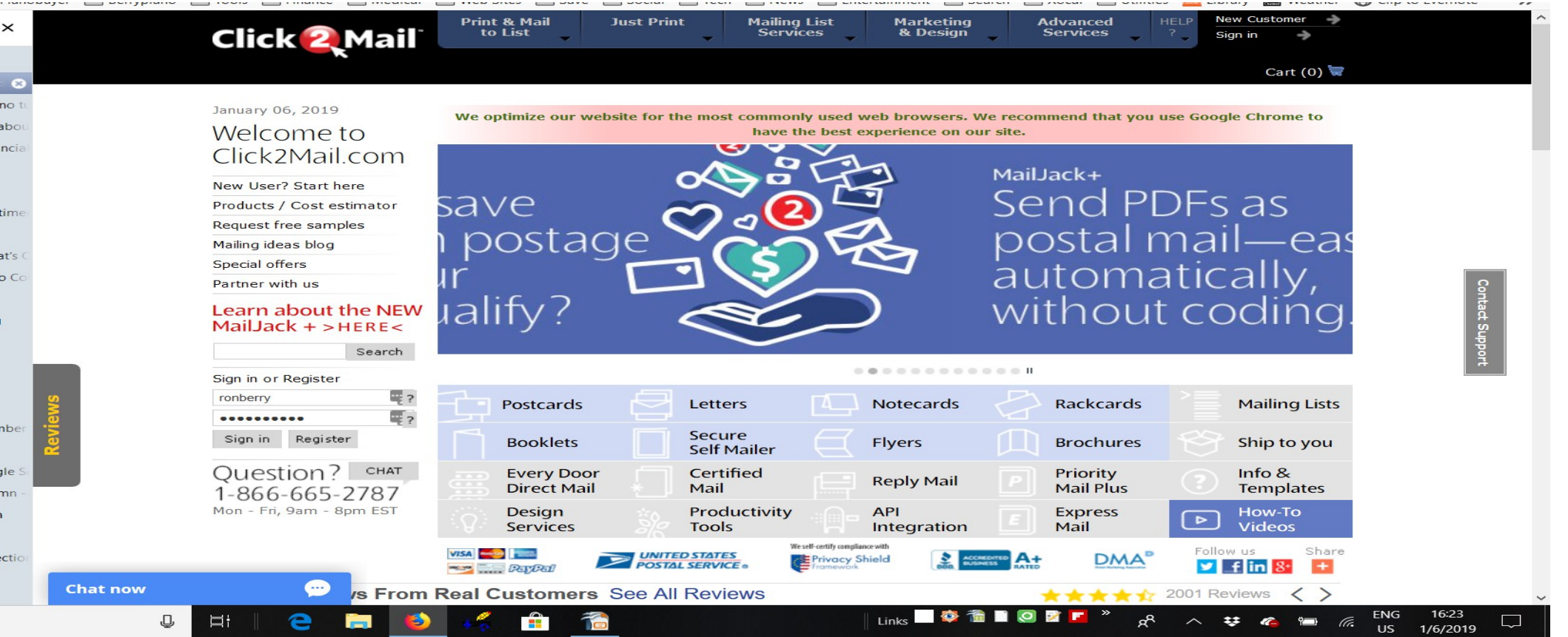

File missing
Windows can not find the file.
Would you like some wine instead?
Yes
No

Gimp Photo Editing Software

Your free alternative to Photoshop. This is complete image editing software.

Click2Mail

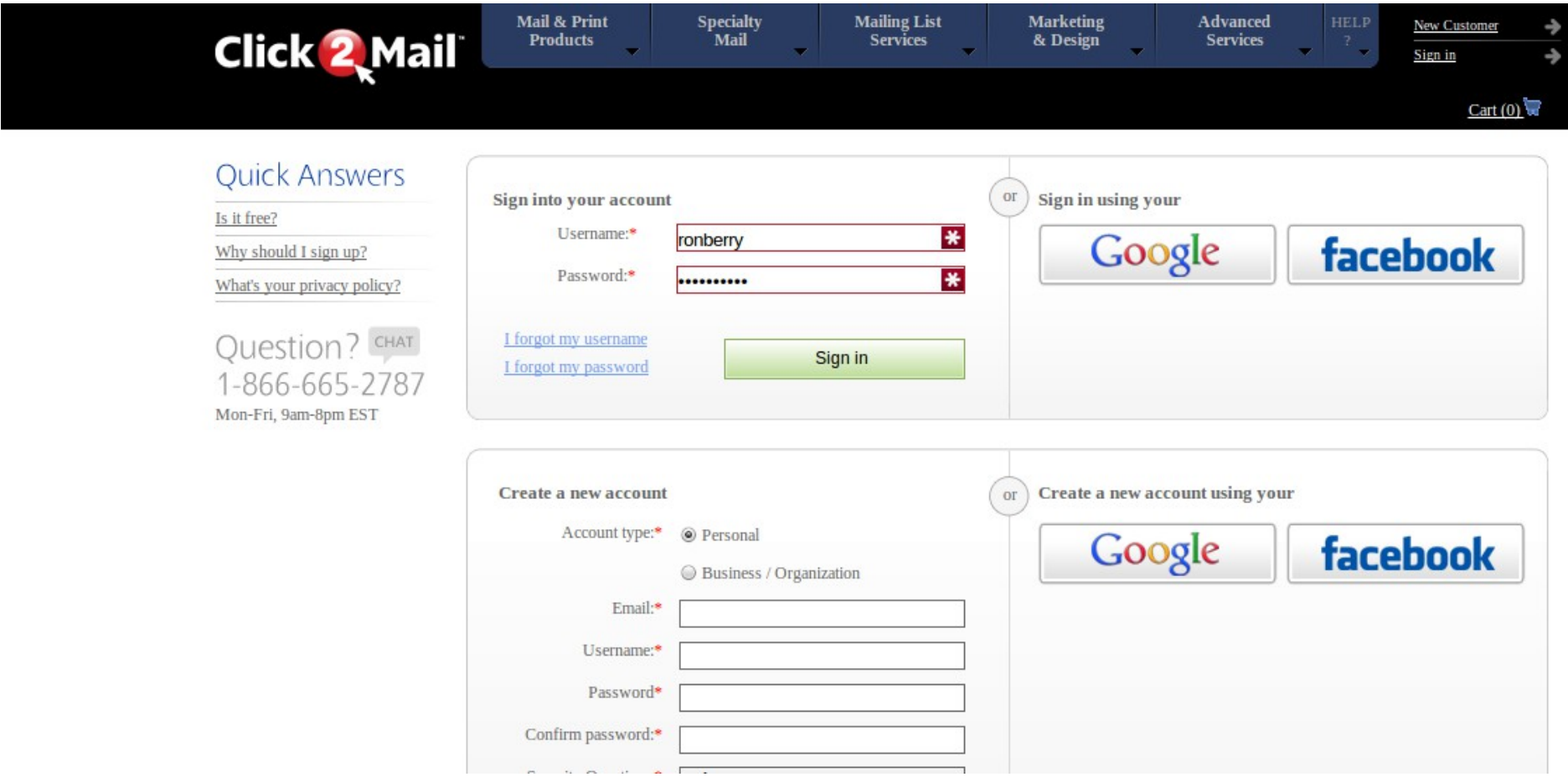
- Send reminder cards to your customers
- https://click2mail.com/



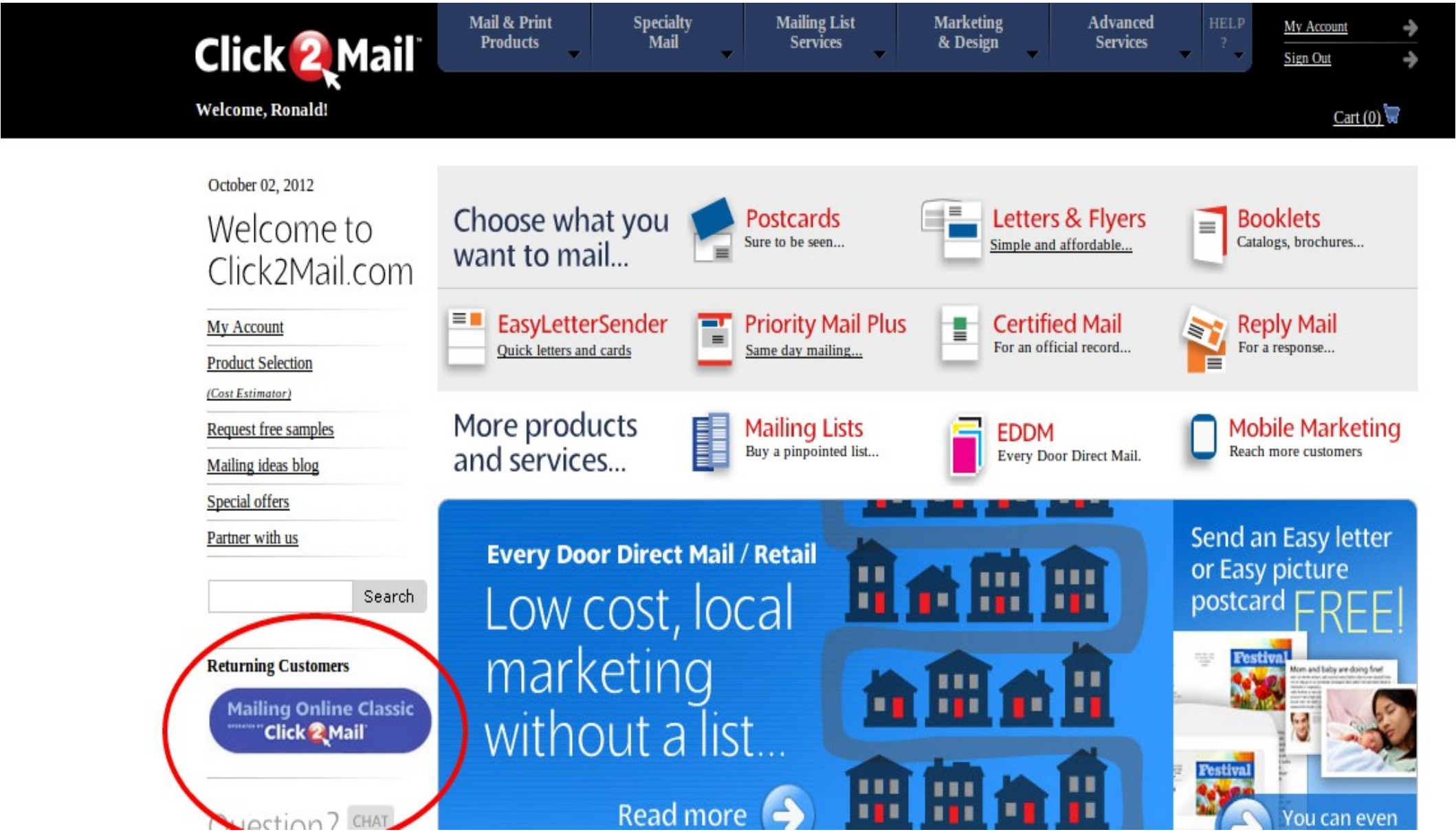
Click2Mail

- This service at click2mail.com is a printing service that prints an mails my reminder cards. Sending cards for the month now only takes about 10 minutes. No more printer, cutting cards, printing labels, sticking labels and stamps!
- They do much more than postcards
- Even 4 color brochures.
- This is a great hybrid solution of online and print media.

Sign in Page


Click 2 Mail
Mail & Print Products
Specialty Mail
Mailing List Services
Marketing & Design
Advanced Services
HELP ?
New Customer
Sign in
Cart (0)
Quick Answers
Is it free?
Why should I sign up?
What's your privacy policy?
Question? CHAT
1-866-665-2787
Mon-Fri, 9am-8pm EST
Sign into your account
Username:*
ronberry
Password:*
I forgot my username
I forgot my password
Sign in
or
Sign in using your
Google
facebook
Create a new account
Account type:*
Personal
Business / Organization
Email:*
Username:*
Password*
Confirm password:*
or
Create a new account using your
Google
facebook

Returning customer



Use document

Need help?
Knowledge Base
Chat
Email us

Call Toll Free
1-866-665-2787
(Monday-Friday 9AM-8PM ET)

Customer Feedback

Work With Existing Documents (Please select a document below)

Or, Upload a New Document

6 of 6 Document(s)

Document Preview

Select a Document

	Description	Type	Created
☐	Reminder_40924939	Postcard - 4.25 x 6 - SpaceSaver Format	4/27/2010 12:27:49 PM
☐	Reminder	Postcard - 4.25 x 6 - SpaceSaver Format	4/27/2010 12:23:05 PM
☐	BPS Date Merge Reminder	Postcard - 4.25 x 6 - Single Side	6/25/2008 1:59:55 PM
☐	BPS 6 Month Reminder	Postcard - 4.25 x 6 - Single Side	6/25/2008 1:25:40 PM

Mail This Document | Edit This Document | Copy This Document | Delete Checked

Selected document

Need help?
Knowledge Base
Chat
Email us

Call Toll Free
1-866-665-2787
(Monday-Friday 9AM-8PM ET)

Customer Feedback

Work With Existing Documents (Please select a document below)

Or, Upload a New Document

6 of 6 Document(s)

Document Preview

Select a Document

	Description	Type	Created
☐	Reminder_40924939	Postcard - 4.25 x 6 - SpaceSaver Format	4/27/2010 12:27:49 PM
☐	Reminder	Postcard - 4.25 x 6 - SpaceSaver Format	4/27/2010 12:23:05 PM
☐	BPS Date Merge Reminder	Postcard - 4.25 x 6 - Single Side	6/25/2008 1:59:55 PM
☐	BPS 6 Month Reminder	Postcard - 4.25 x 6 - Single Side	6/25/2008 1:25:40 PM

Mail This Document | Edit This Document | Copy This Document | Delete Checked

Question? CHAT
1-866-665-2787
Mon-Fri, 9am-8pm EST

Back to: Template Selections

Next Step: Preview

Document | Edit | Text | Alignment | Layer | Insert

1 of 2

Document Properties

Product: Postcard - 4.25 x 6 - Single Side

Document Name: BPS Date Merge Reminder

Color: Black and White

Paper Selection: Yellow 65# Uncoated

Mail Class: First Class

Cost Estimate

Mail Merge

Return Address

Select Return Address:

- (•) Default (Default)
- ( ) Account Address

View/ Edit Address

Add Address

Set as Default Address

Delete Address

Dear Piano,

It was on {DATE} that you and I were last together for a tuning. I was thinking about you today and wondering if you have slipped out of shape since your last tuning. I wouldn't want you to be embarrassed by the sounds you would make if someone sat down to tickle your ivories.

Don't despair, little piano, for your sweet harmonies can be restored. I can come back to visit you with my bag of tools. We can put you back in tune so you will sound the way a piano is meant to sound. Just have your people give me a call. You can contact me by email at ron@berrypiano.com or check out my web page at www.berrypiano.com

CALL 255-8213
Ron Berry
Registered Piano Technician

Preview Document

1 of 2

Back to: Template Selections

Next Step: Preview

Document Preview

Dear Piano,

It was on {DATE} that you and I were last together for a tuning. I was thinking about you today and wondering if you have slipped out of shape since your last tuning. I wouldn't want you to be embarrassed by the sounds you would make if someone sat down to tickle your ivories.

Don't despair, little piano, for your sweet harmonies can be restored. I can come back to visit you with my bag of tools. We can put you back in tune so you will sound the way a piano is meant to sound. Just have your people give me a call. You can contact me by email at **ron@berrypiano.com** or check out my web page at **www.berrypiano.com**

CALL 255-8213
Ron Berry
Registered Piano Technician

Front

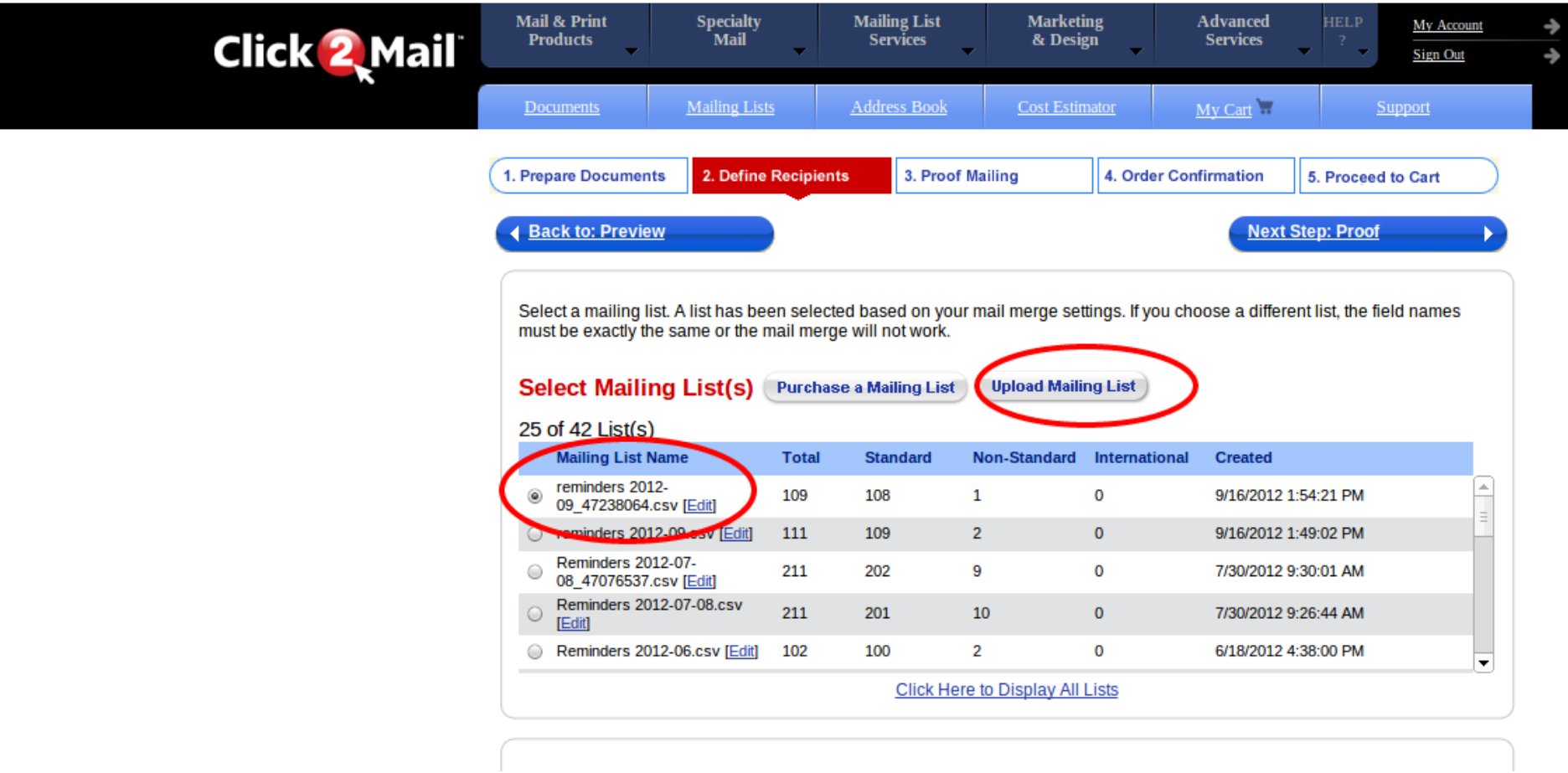
Ronald L Berry
Berry Piano Service
6320 Parker Ln
Indianapolis, IN 46220-2259

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
CLICKMAIL
46203

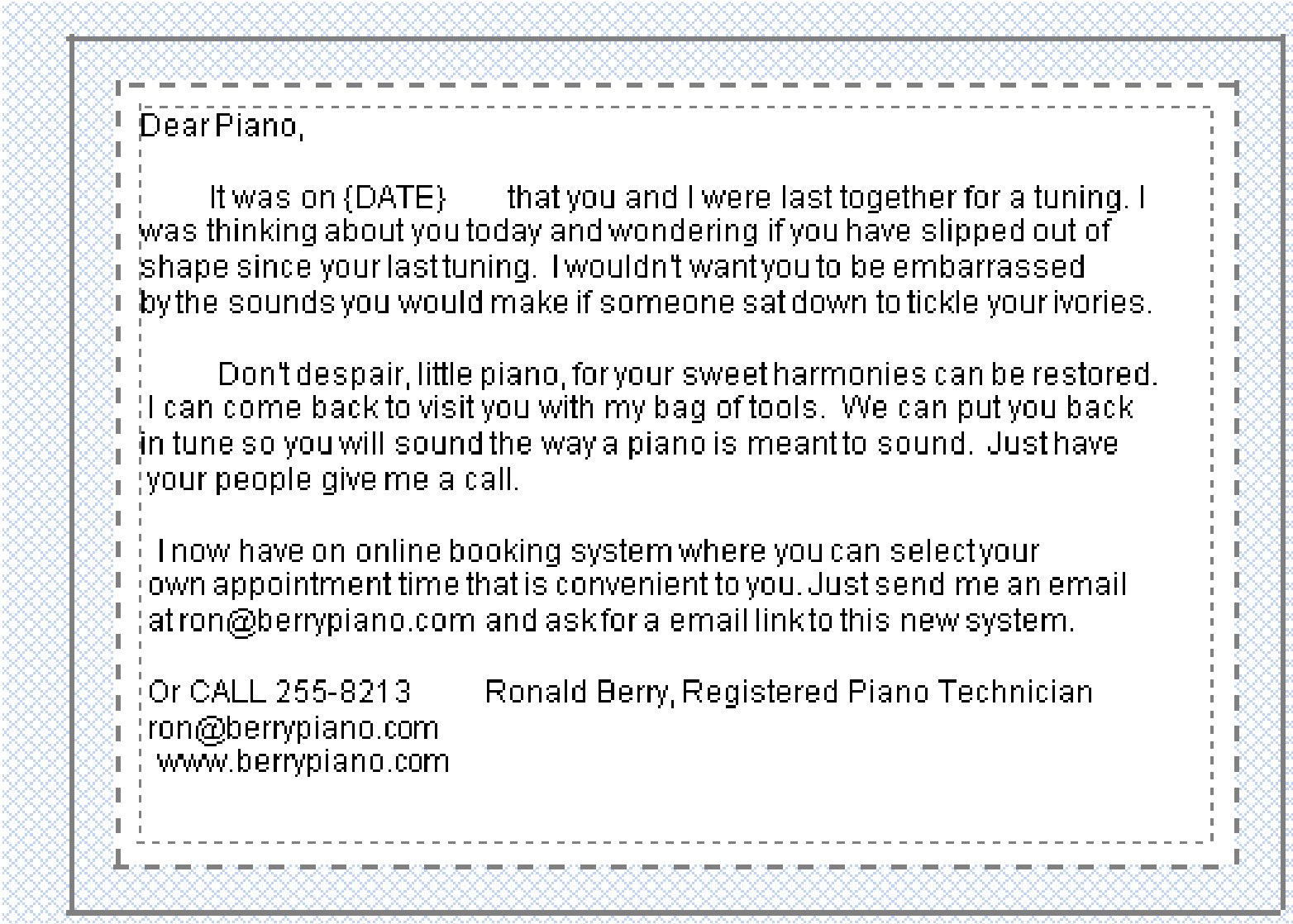
Recyclable

Back

Select recpients

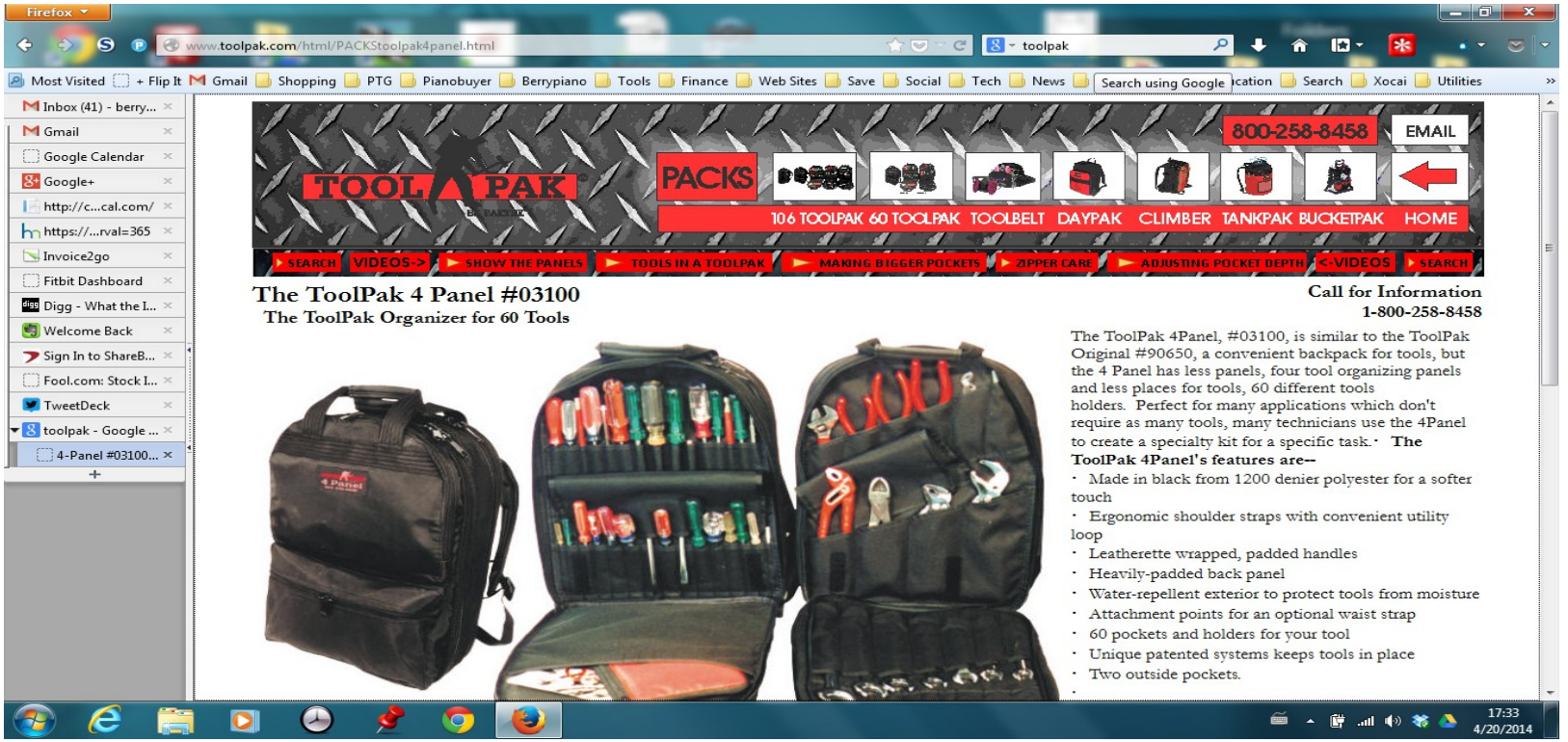


Click2Mail


Dear Piano,
It was on {DATE} that you and I were last together for a tuning. I was thinking about you today and wondering if you have slipped out of shape since your last tuning. I wouldn't want you to be embarrassed by the sounds you would make if someone sat down to tickle your ivories.
Don't despair, little piano, for your sweet harmonies can be restored. I can come back to visit you with my bag of tools. We can put you back in tune so you will sound the way a piano is meant to sound. Just have your people give me a call.
I now have on online booking system where you can select your own appointment time that is convenient to you. Just send me an email at ron@berrypiano.com and ask for a email link to this new system.
Or CALL 255-8213 Ronald Berry, Registered Piano Technician
ron@berrypiano.com
www.berrypiano.com

Tool Backpack

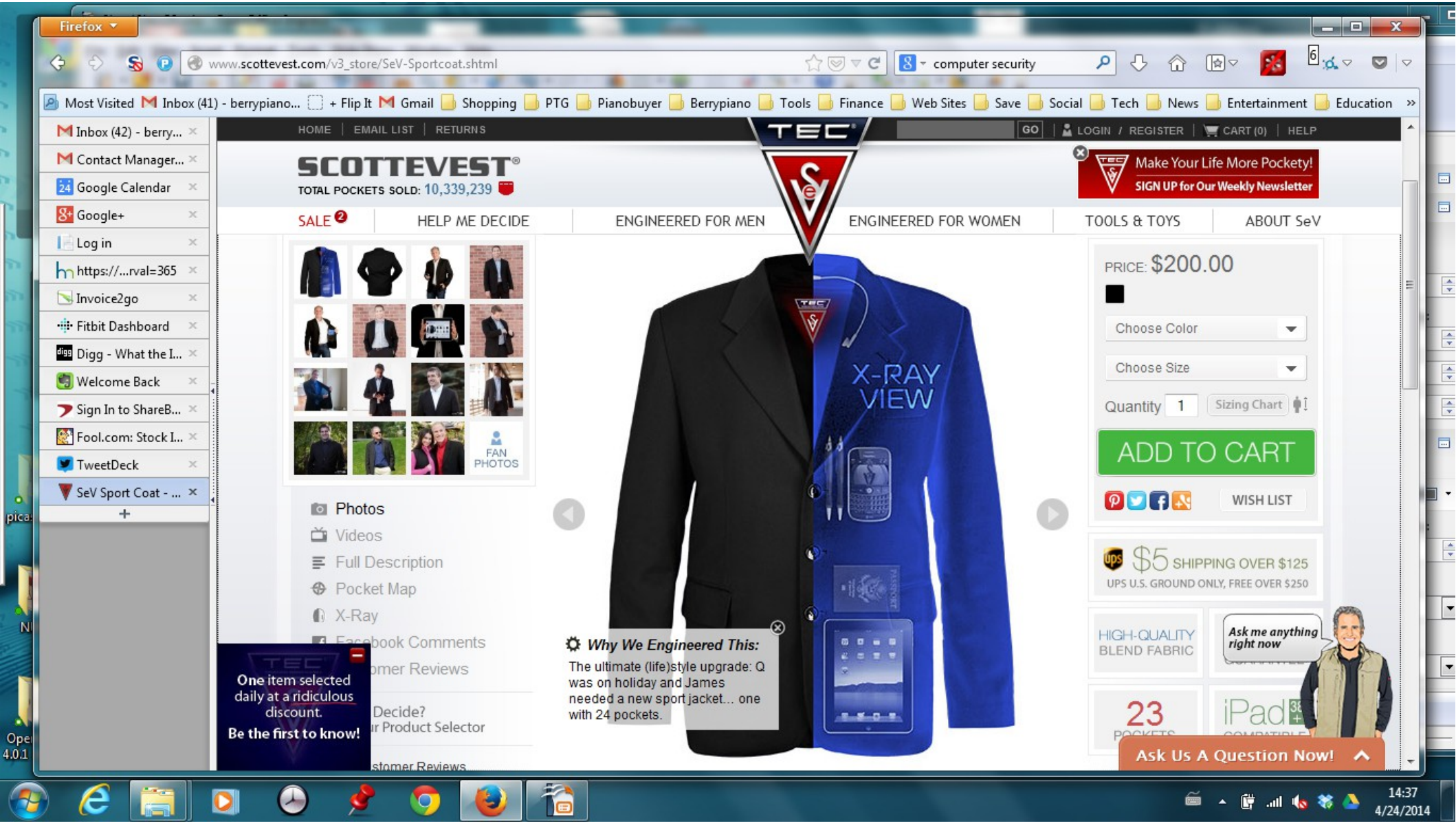
- A backpack to carry all your piano tools
- Purchase from ToolPak here

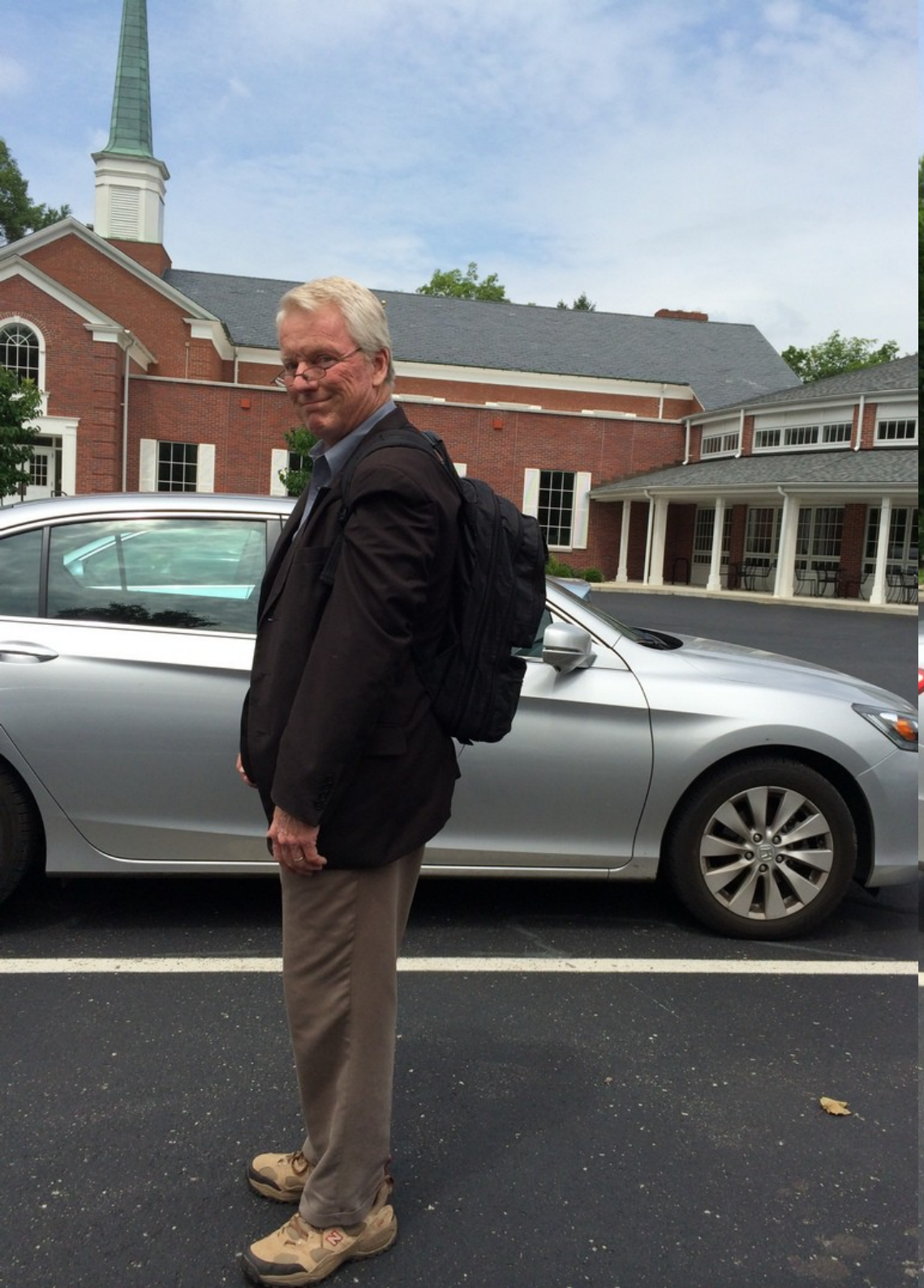


ToolPak

Scottevest.com

Technical Clothing





Wireless Endoscope

A camera on a snake with LED lights to look under the plate at the soundboard. The unit creates a WiFi hotspot that you log in to with your phone to get live pictures as you search.

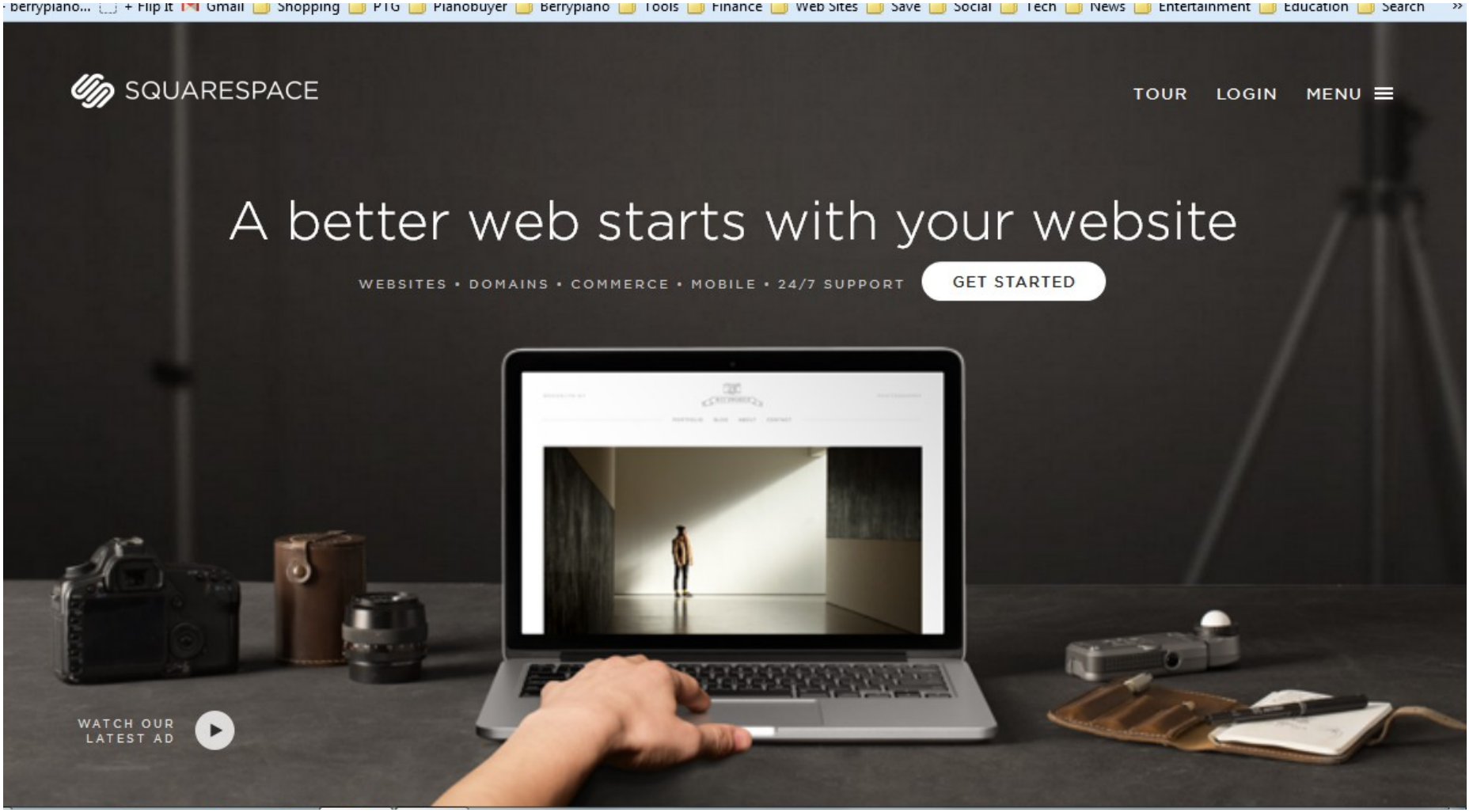
Promoting your Business

Car graphics
Back window perf or full wraps

Squarespace.com

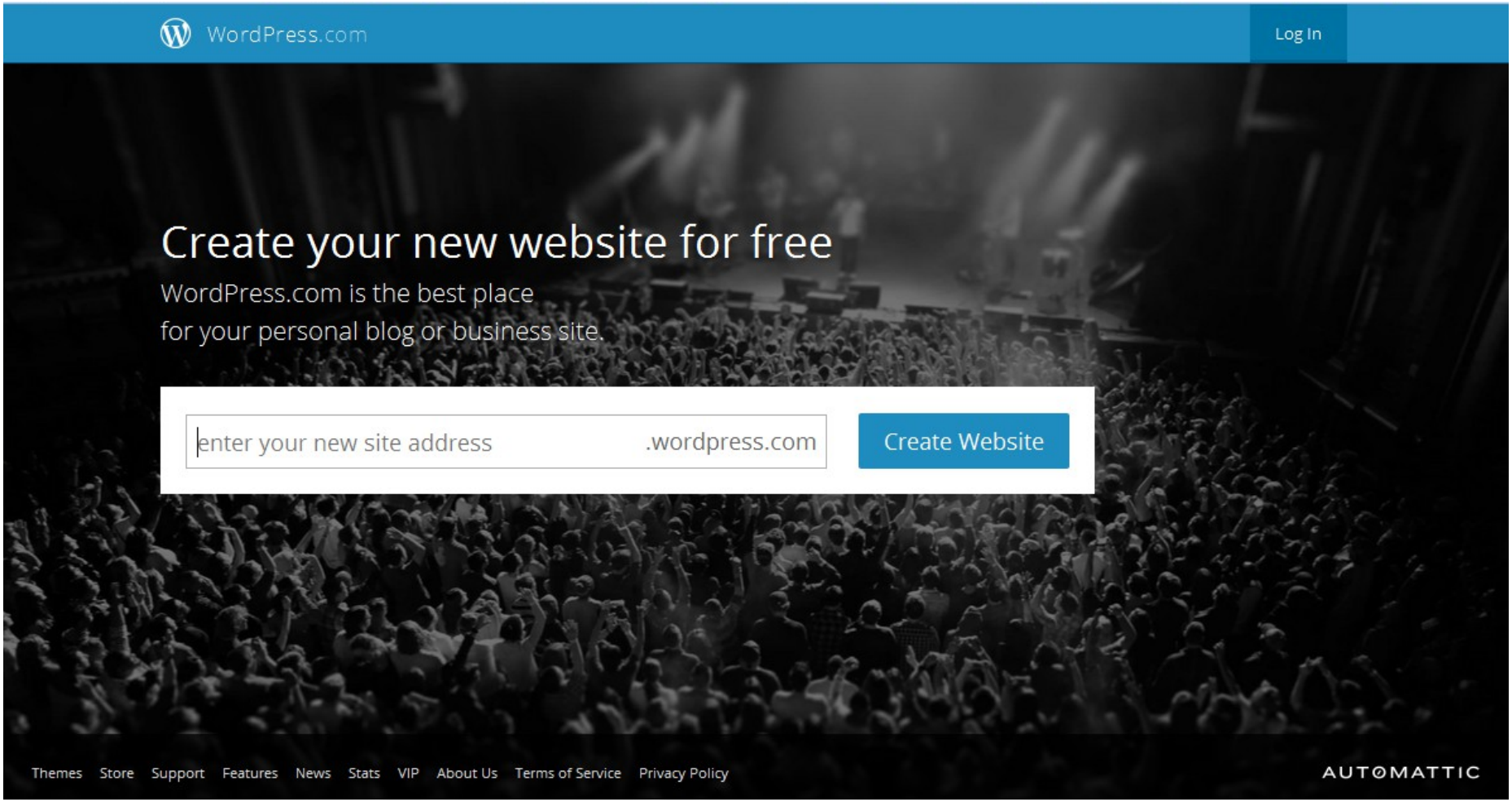
Build your website

Use the code TNT to get a 10% discount



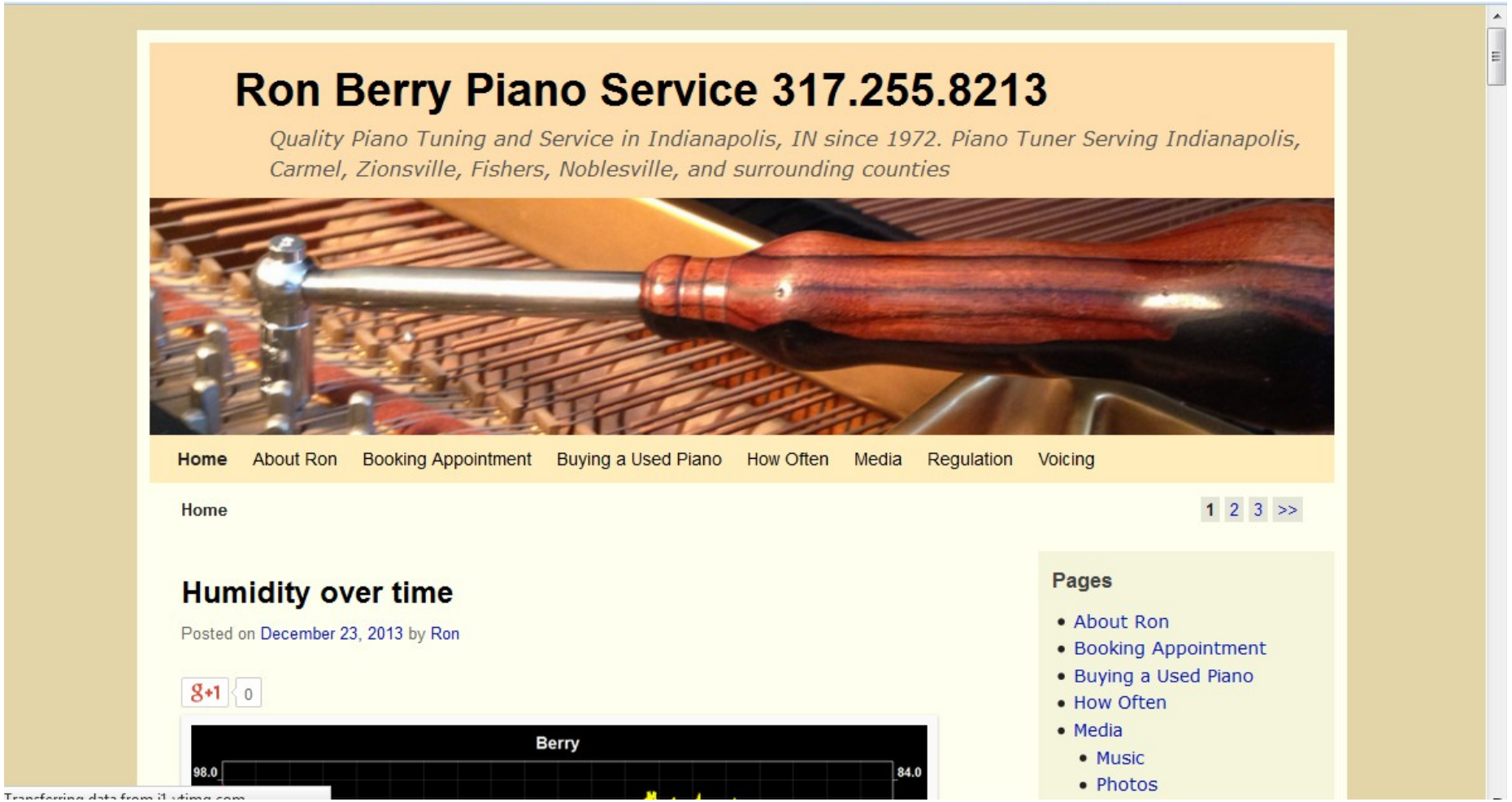
Wordpress.com

Host with them or install it on your own website This is blogging software that makes it very easy post and change content on your web site. Creates both static pages and information posts.



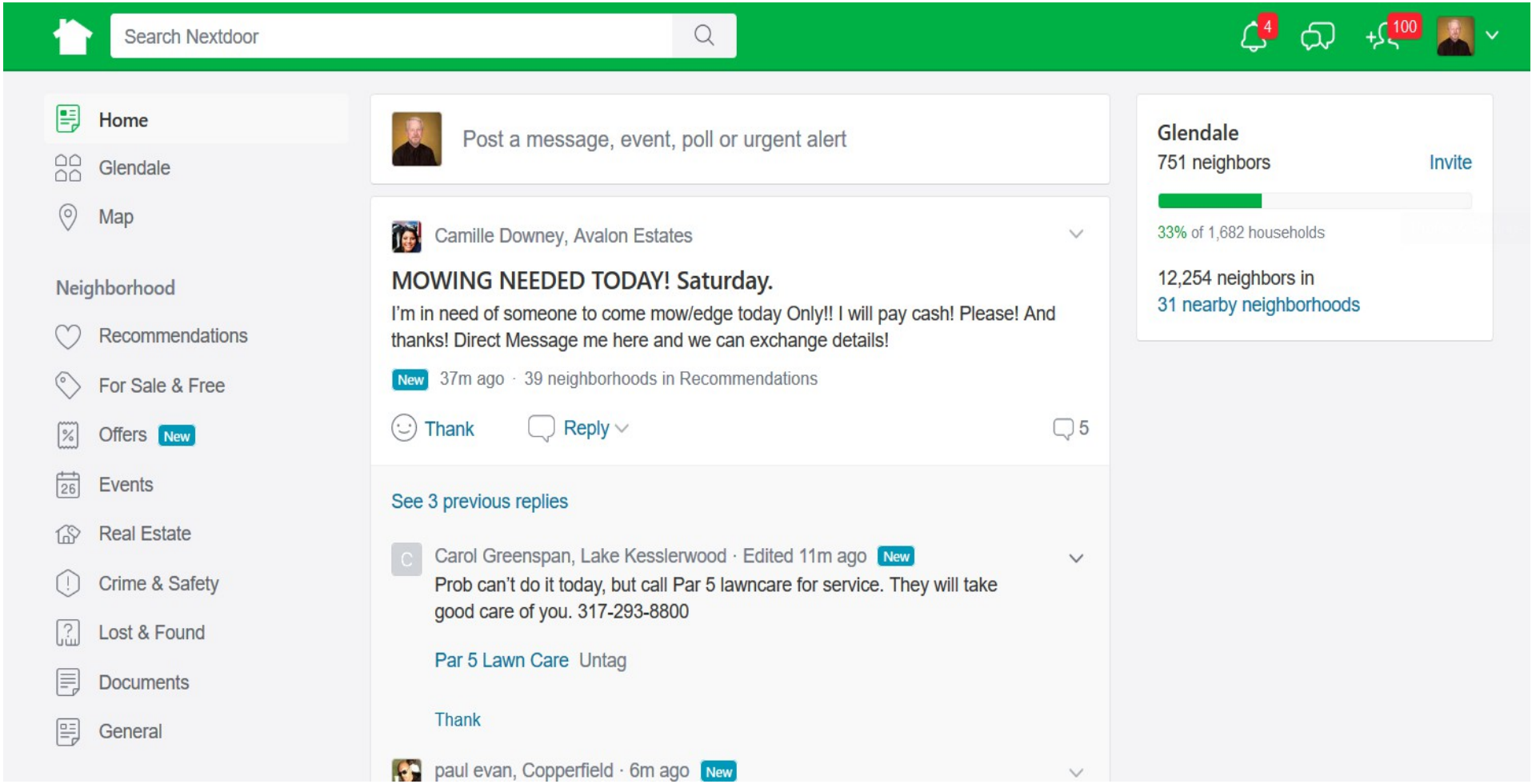
Your web site

By using Blog software you can easily change and add to your site and create information that creates a community around your site.



Nextdoor.com

Know what is going on in your neighborhood and make connections to potential customers

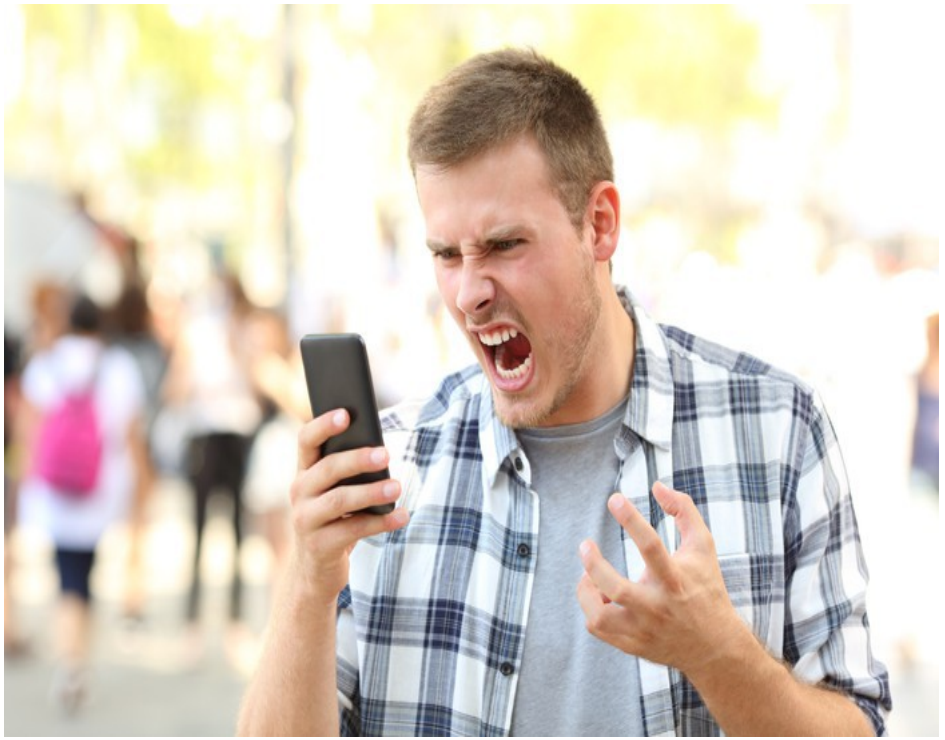


Computers don't make mistakes.
What they do, they do on purpose.
GIFSoc.com

iPhone apps for business

Talk to your phone

Voice recognition has gotten pretty reasonable for texting and finding things on your phone.



Talk to your phone

Hey Siri, Driving directions to home.

Hey Siri, tell Julie Berry I will be home at 5:30.

Hey Siri, set a reminder to check the laundry when I get home.

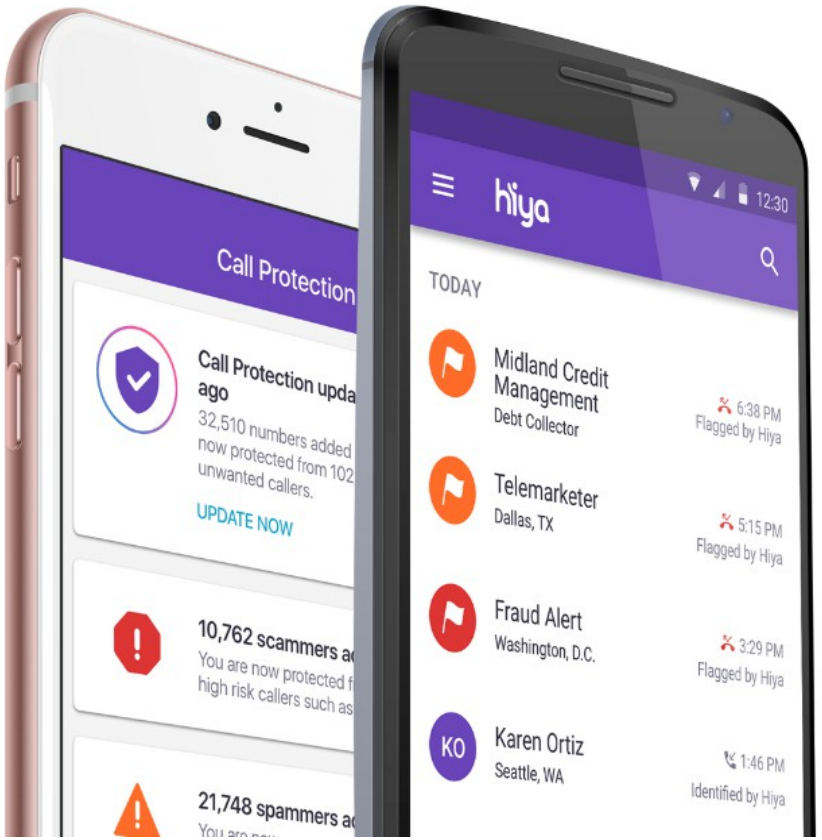
Hiya.com

Manage spam phone calls

hiya

United St

About Download Partners For Businesses Careers Privacy Robocall Ra



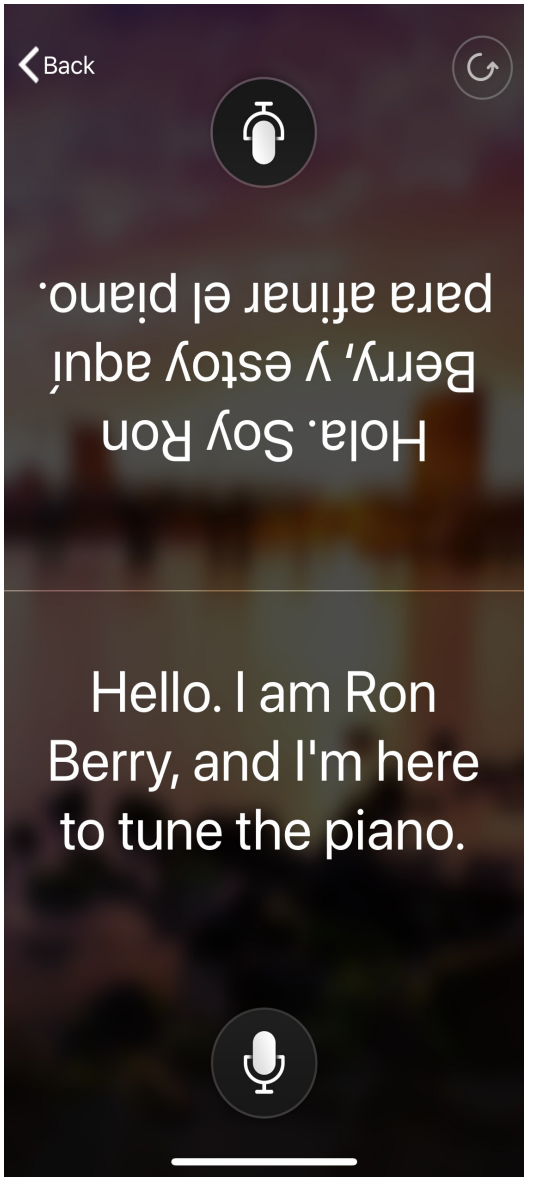
Hiya for Android & iOS

Hiya Caller ID & Block identifies calls you want to take and blocks the numbers you want to avoid. Users benefit from caller ID, call management options like auto-blocking, and reverse phone lookup capabilities.

DOWNLOAD

Translator App

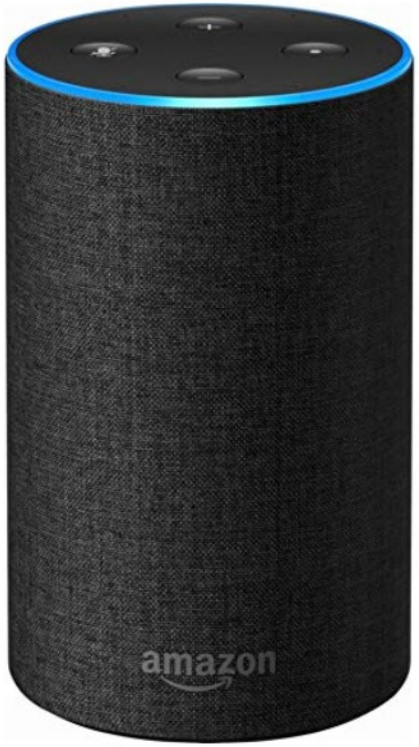
This app translates your spoken work to another language and can operate in dual mode where each person can tap the microphone icon and talk in their own language. It then translates and speaks as well as the written translation. Works in many languages.



Amazon Echo

Alexa

Do more with Alexa. Learn more about Alexa features you can use with Echo every day.



Roll over image to zoom in

See what Alexa can do

Echo (2nd Generation) - Smart speaker with Alexa - Charcoal Fabric

by Amazon

4.5 out of 5 stars 36,043 customer reviews | 1000+ answered questions

Amazon's Choice for "echo"

Price: $99.99 prime

or 5 monthly payments of $20.00

Buy 2 and save $30. Discount reflected in Cart. Terms and conditions

FREE Delivery by **Tuesday** if you order within 6 hrs. Details

In Stock.

Ships from and sold by Amazon Digital Services LLC. Gift-wrap available.

Color: **Charcoal Fabric**

Configuration: **Echo**

Echo | Echo Stereo Pair + Echo Sub | With $15 TP-Link Smart Plug | With $20 Smart Lighting Kit

- Echo connects to Alexa to play music, read the news, set

Share 42K+ Shares

5 monthly payments: $20.00/mo. ($99.99 / 5 mo.)

One-time payment: $99.99

Upgrade and save with Trade-In

Qty: 1

Add to Cart

Buy Now

This is a gift, do not link to my account.

Why is this important?

Deliver to Ron - Indianapolis 46220

Add Additional Items

Warranty and Accident Protection (delivered via e-mail): 3 year ~~$19.99~~ ~~$14.99~~

Links ENG US 17:59 1/6/2019

Alexa

Alexa, add milk to my shopping list

Alexa, play my Pandora stations

Alexa set a timer for 10 minutes.

Alexa turn on the lights.

Alexa, play my flash briefing.

Alexa, tell me a joke

Alexa, Play “Stairway to Heaven”

Alexa, Play WFYI on TuneIn

Alexa, Good night

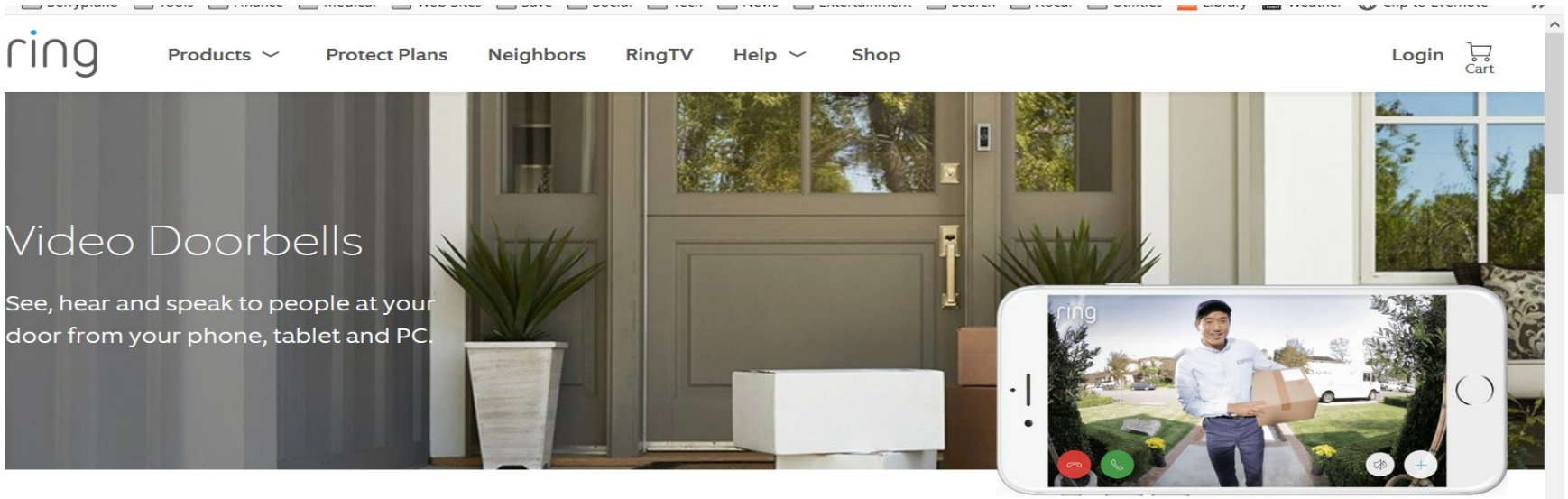
Echo Clock

Alexa timers show on clock. This shows 55 minute, 20 minute and 10 minute timers.

Ring.com

Video Doorbell

Call ID for you home. Motion sensors start when someone walk up and notifies you on your phone. You can talk to them from anywhere.



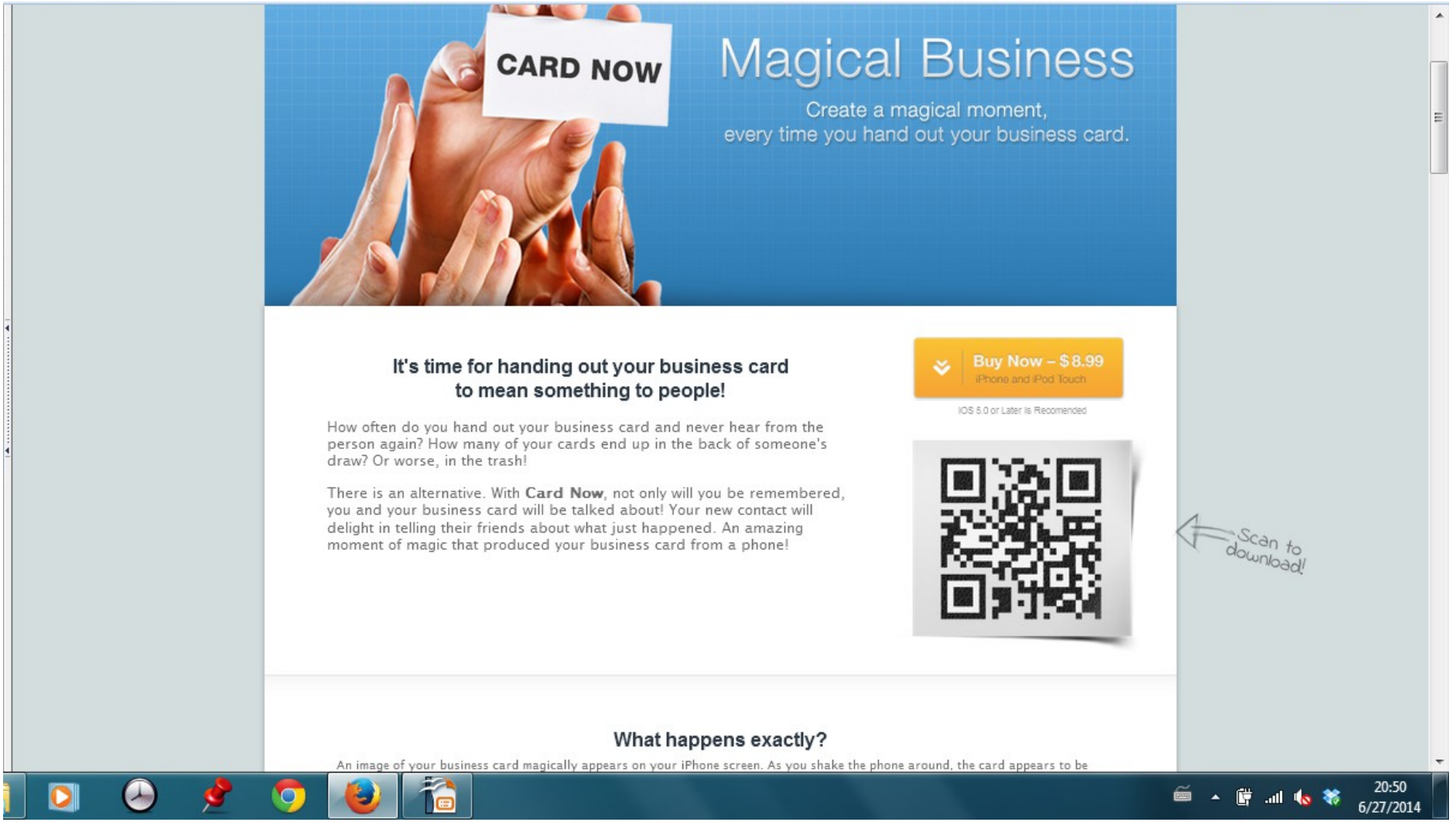
Doorbells at a Glance

Video Doorbell	Video Doorbell 2	Video Doorbell Pro	Video Doorbell Elite
$99.99	$199.00	$249.00	$499.00
Battery-powered Video Doorbell. Works on every	Next-gen Video Doorbell with enhanced video resolution	Hardwired doorbell with advanced security features	A professional-grade, flush-mount doorbell hardwired

Links
ENG US
18:03 1/6/2019

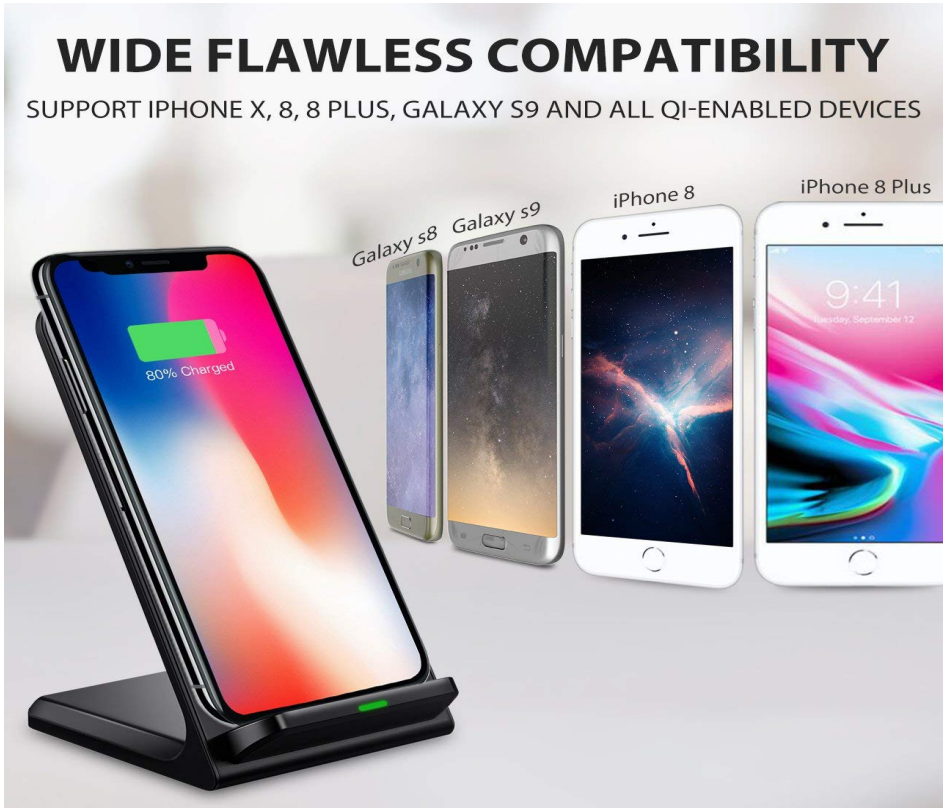
Card Now

“Print” Business cards from your phone. This is a fun app that make people remember the time you gave them a business card.



Wireless charging
Qi (Chi)

Many new phones have wireless charging capablity built it. There are add on cases that add the wireless charging to older phones.



Holds phone in car and charges it.

Wireless charging is not a necessity but is very convenient

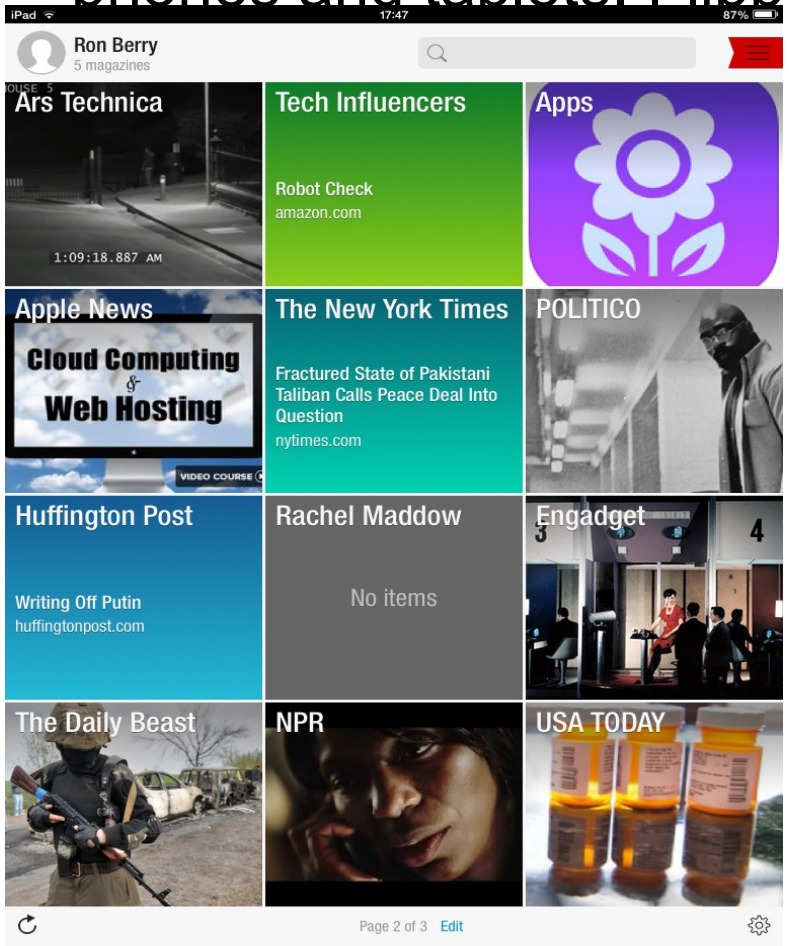
Wireless Charging

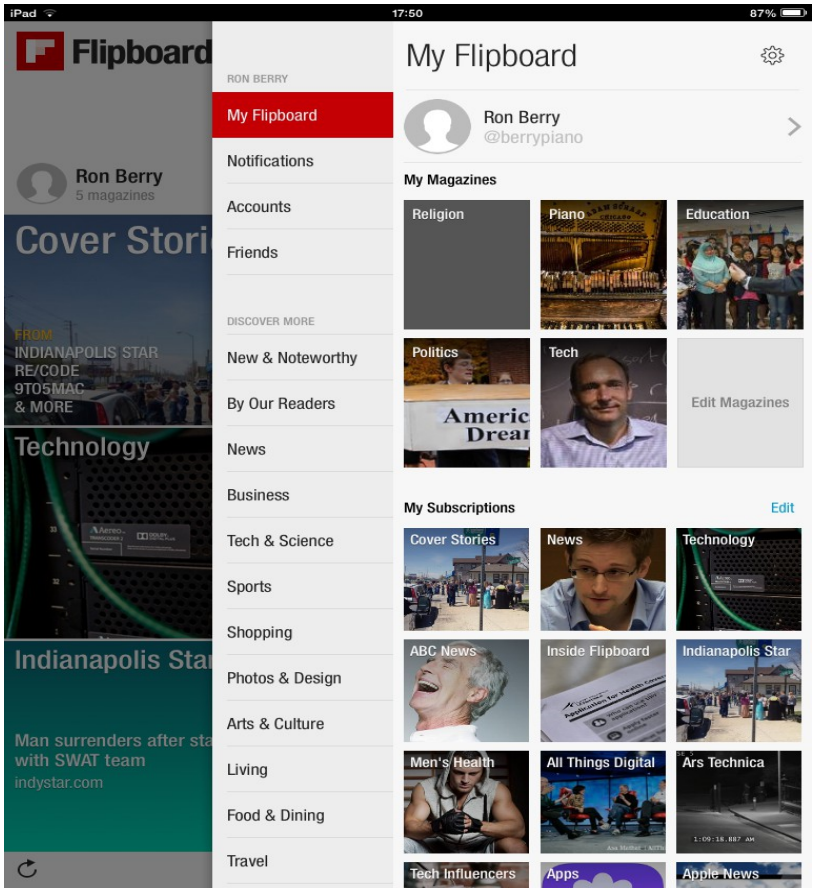
Extra battery pack to carry with you for emergency charging. This one charges wirelessly.

An example of a Qi charging case for an older iPhone.

Flipboard for news works best on iPad

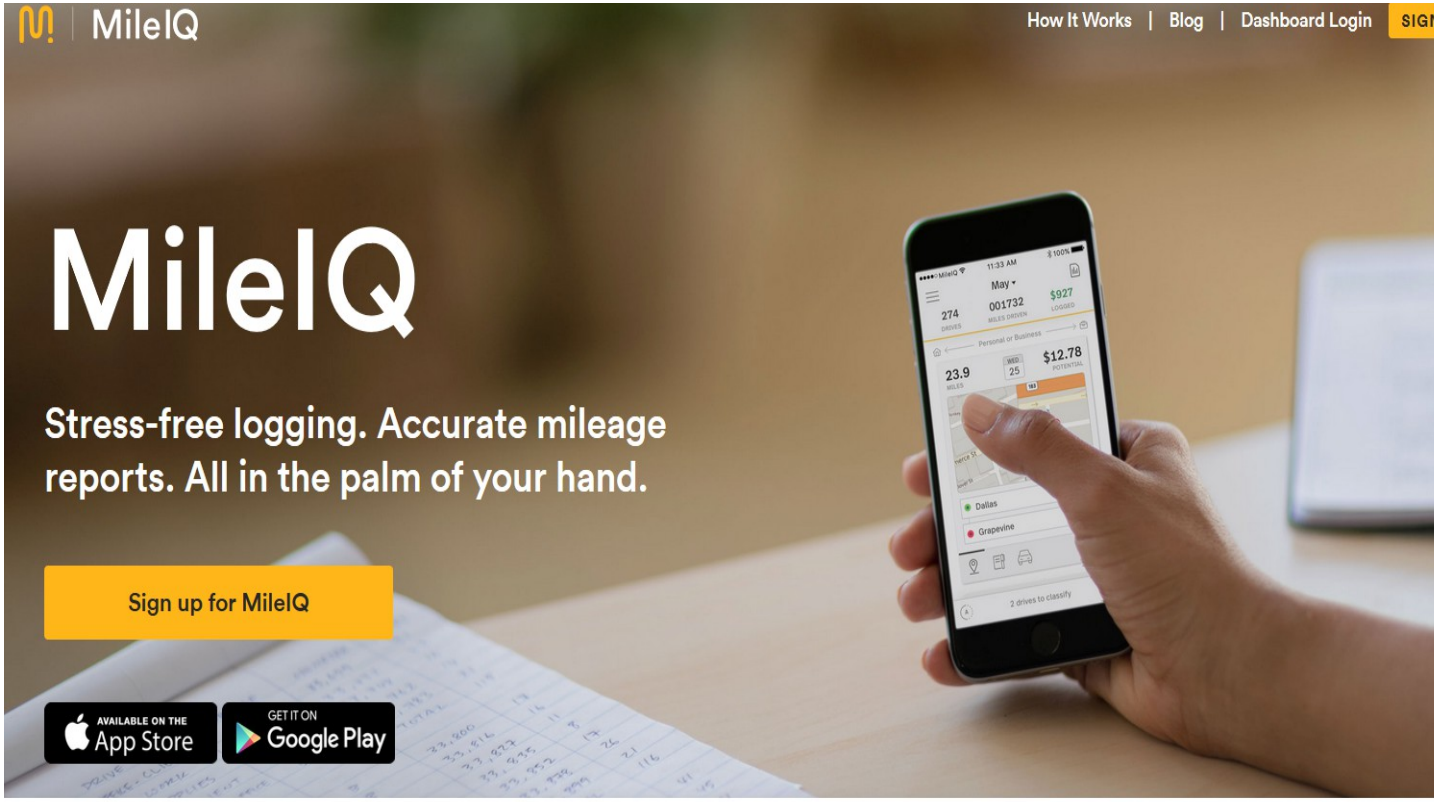
- Allows you to subscribe to feed to numerous new sources. The Apps feed constantly has new free and reduced apps for phones and tablets. Flipboard is in app store.





MileIQ

Track your miles painlessly



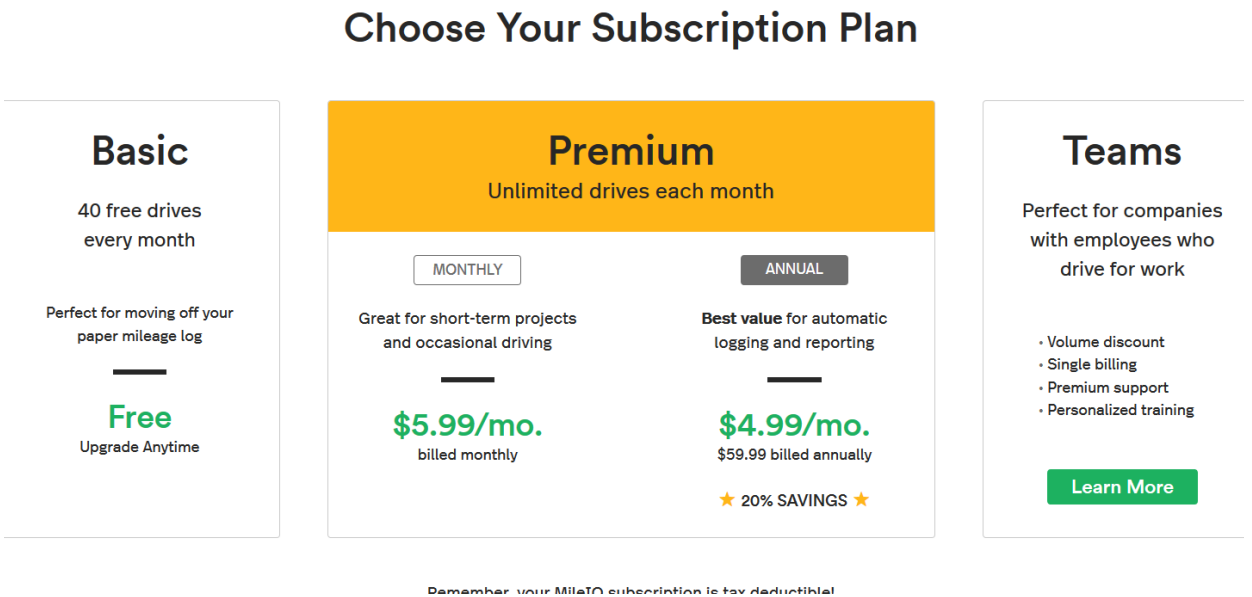
28.5 billion+
miles logged

"This app has made my independent contractor life so much easier! One less thing to worry about! Thank you @MileIQ"
–Cisco A., Twitter Review

4.5 ★★★★½
average rating in Apple App Store & Google Play

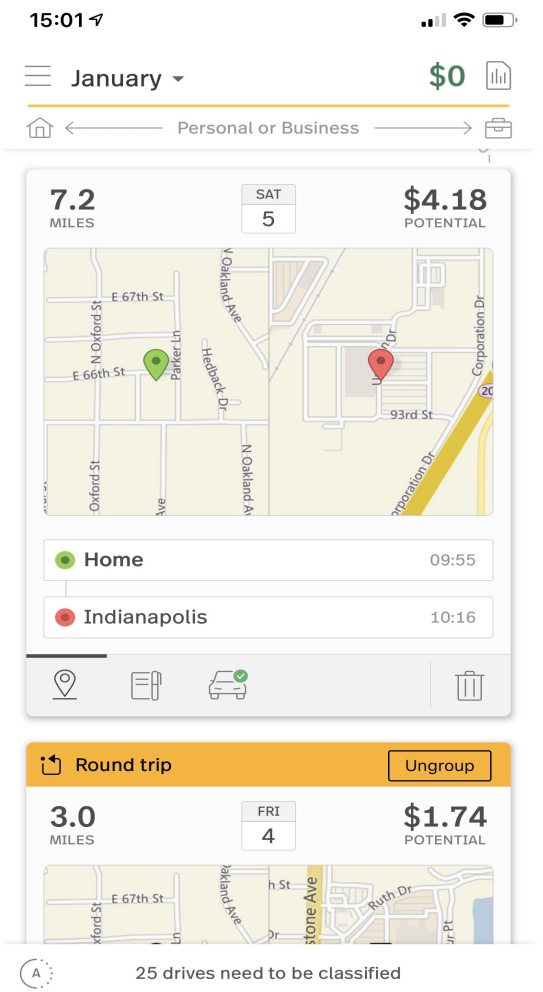
MileIQ
Not free but a great bargain

To get a complete record of every trip without doing anything is worth a lot. I tracks where your phone goes so you need to remember if you rode in a different car. But it can keep track of mileage in more than one car. You categorize the trips and some categorization can be automated if you make the same trip often.



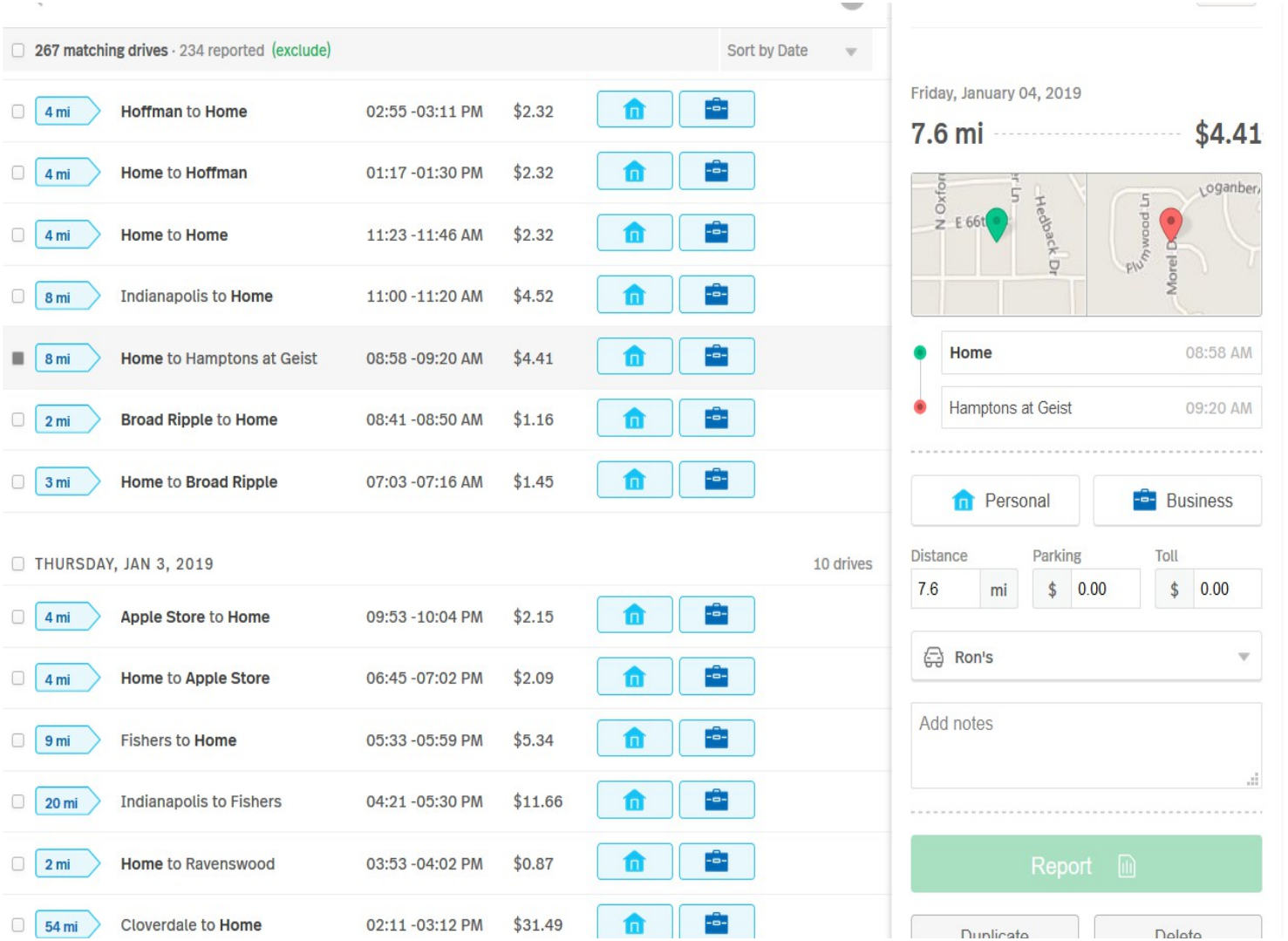
MileIQ

iPhone app
Just swipe left for personal and right for business to categorize the drive.

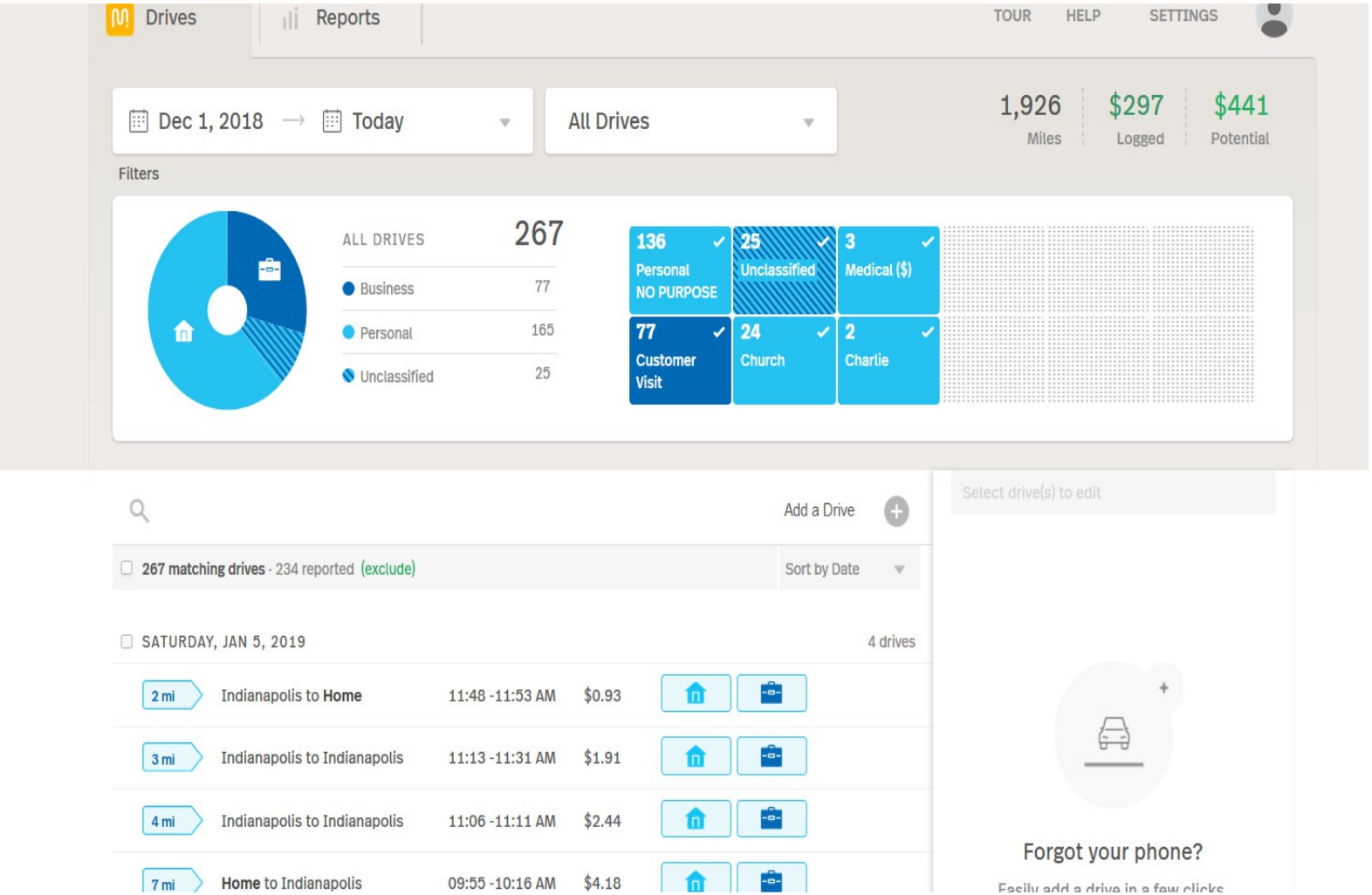


MileIQ

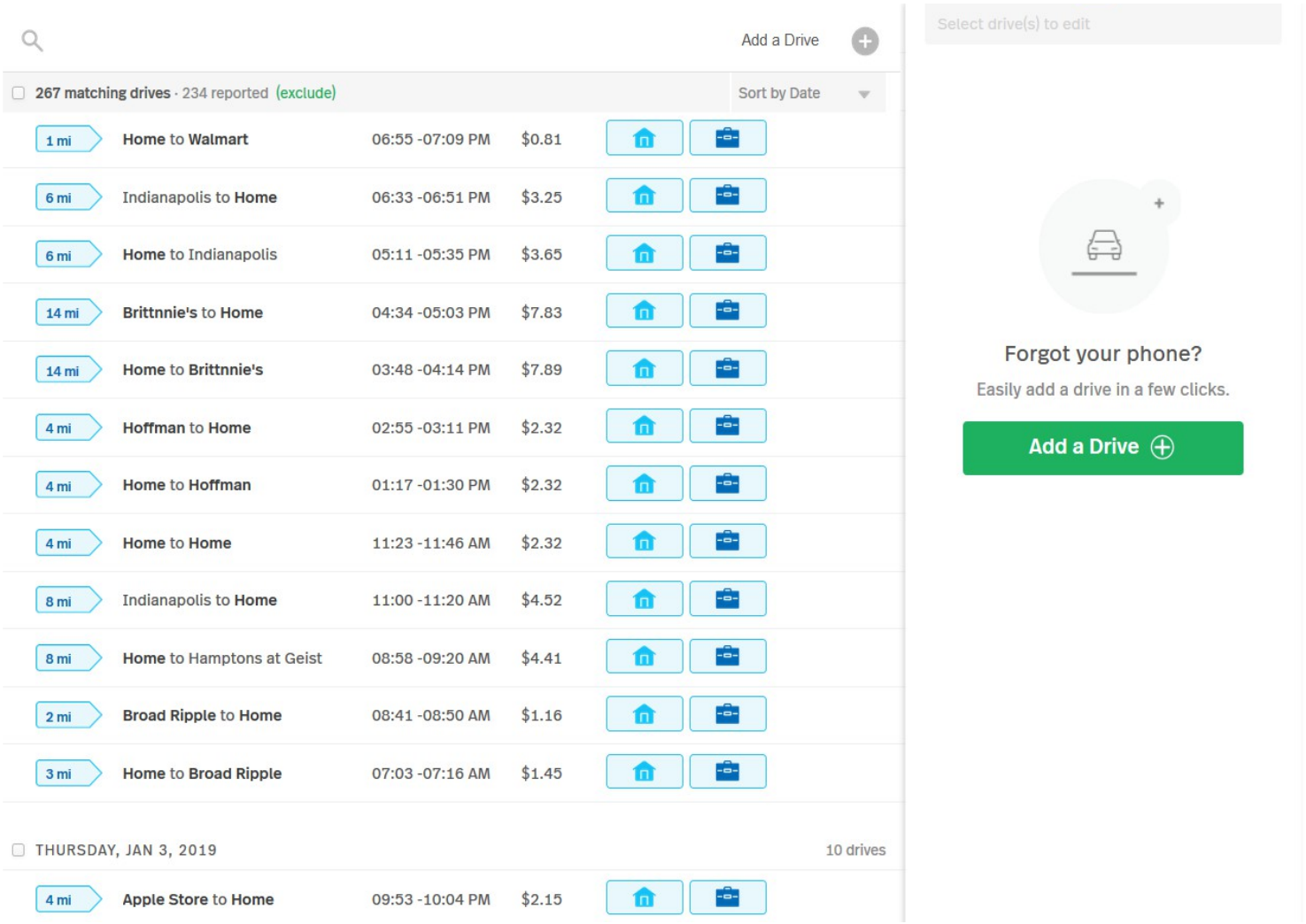
Drive information automatically transfers to web based page, where you can manage the data. You can give names to locations that you visit regularly.



MileIQ

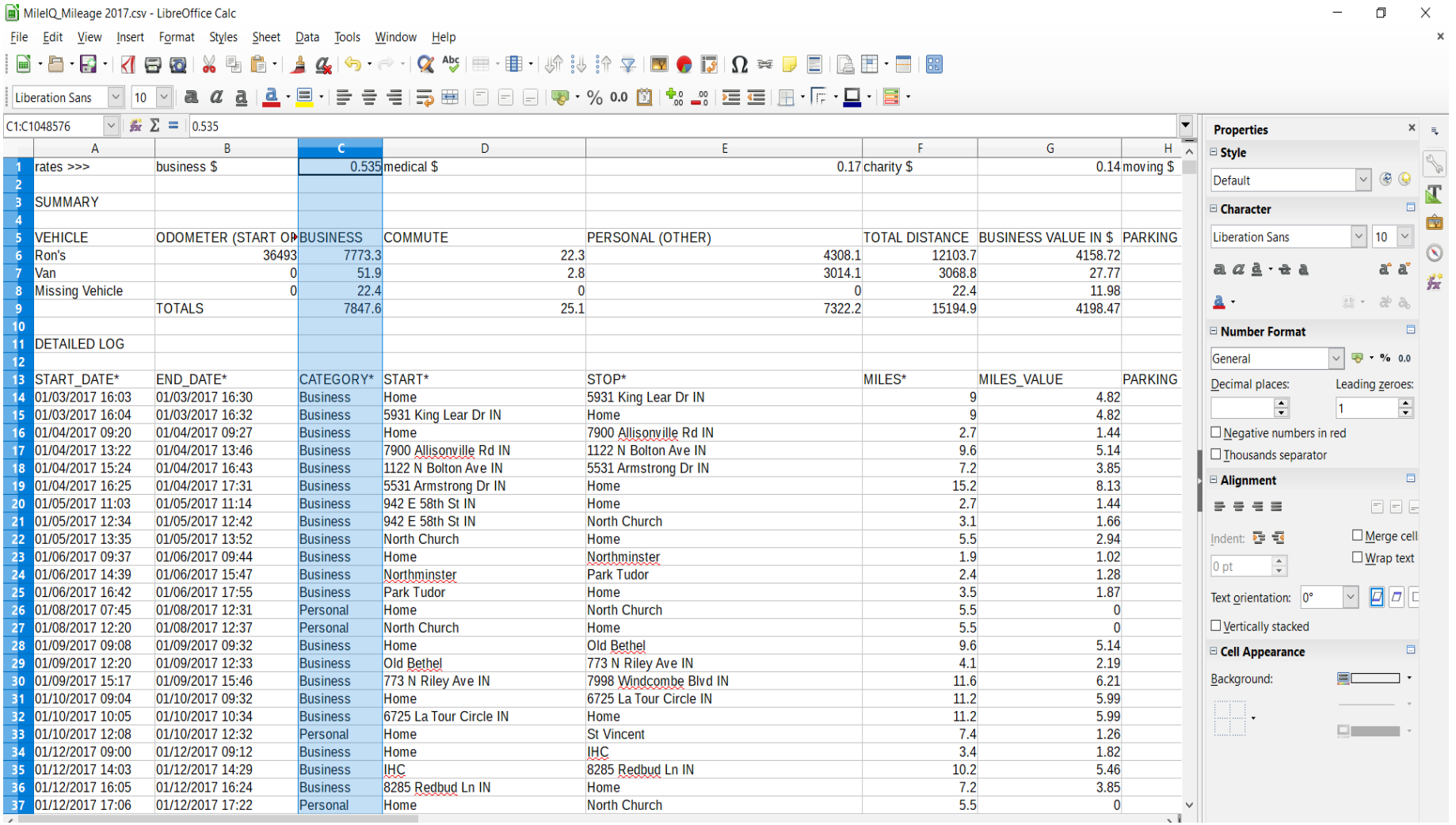

Drives
Reports
TOUR
HELP
SETTINGS
Dec 1, 2018
Today
All Drives
1,926
Miles
$297
Logged
$441
Potential
Filters
ALL DRIVES
267
Business
77
Personal
165
Unclassified
25
136
Personal
NO PURPOSE
25
Unclassified
3
Medical ($)
77
Customer
Visit
24
Church
2
Charlie
Add a Drive
Select drive(s) to edit
267 matching drives · 234 reported (exclude)
Sort by Date
SATURDAY, JAN 5, 2019
4 drives
2 mi
Indianapolis to Home
11:48 -11:53 AM
$0.93
3 mi
Indianapolis to Indianapolis
11:13 -11:31 AM
$1.91
4 mi
Indianapolis to Indianapolis
11:06 -11:11 AM
$2.44
7 mi
Home to Indianapolis
09:55 -10:16 AM
$4.18
Forgot your phone?

MileIQ


Add a Drive
267 matching drives · 234 reported (exclude)
Sort by Date
1 mi Home to Walmart 06:55 -07:09 PM $0.81
6 mi Indianapolis to Home 06:33 -06:51 PM $3.25
6 mi Home to Indianapolis 05:11 -05:35 PM $3.65
14 mi Brittnnie's to Home 04:34 -05:03 PM $7.83
14 mi Home to Brittnnie's 03:48 -04:14 PM $7.89
4 mi Hoffman to Home 02:55 -03:11 PM $2.32
4 mi Home to Hoffman 01:17 -01:30 PM $2.32
4 mi Home to Home 11:23 -11:46 AM $2.32
8 mi Indianapolis to Home 11:00 -11:20 AM $4.52
8 mi Home to Hamptons at Geist 08:58 -09:20 AM $4.41
2 mi Broad Ripple to Home 08:41 -08:50 AM $1.16
3 mi Home to Broad Ripple 07:03 -07:16 AM $1.45
THURSDAY, JAN 3, 2019
10 drives
4 mi Apple Store to Home 09:53 -10:04 PM $2.15
Select drive(s) to edit
Forgot your phone?
Easily add a drive in a few clicks.
Add a Drive

MileIQ

Reporting function gives you a spreadsheet of all you drives with summaries at the top.



MileIQ_Mileage 2017.csv - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Window Help

Liberation Sans 10

C1:C1048576 0.535

	A	B	C	D	E	F	G	H
1	rates >>>	business $	0.535	medical $	0.17	charity $	0.14	moving $
2								
3	SUMMARY							
4								
5	VEHICLE	ODOMETER (START OR	BUSINESS	COMMUTE	PERSONAL (OTHER)	TOTAL DISTANCE	BUSINESS VALUE IN $	PARKING
6	Ron's	36493	7773.3	22.3	4308.1	12103.7	4158.72	
7	Van	0	51.9	2.8	3014.1	3068.8	27.77	
8	Missing Vehicle	0	22.4	0	0	22.4	11.98	
9		TOTALS	7847.6	25.1	7322.2	15194.9	4198.47	
10								
11	DETAILED LOG							
12								
13	START_DATE*	END_DATE*	CATEGORY*	START*	STOP*	MILES*	MILES_VALUE	PARKING
14	01/03/2017 16:03	01/03/2017 16:30	Business	Home	5931 King Lear Dr IN	9	4.82	
15	01/03/2017 16:04	01/03/2017 16:32	Business	5931 King Lear Dr IN	Home	9	4.82	
16	01/04/2017 09:20	01/04/2017 09:27	Business	Home	7900 Allisonville Rd IN	2.7	1.44	
17	01/04/2017 13:22	01/04/2017 13:46	Business	7900 Allisonville Rd IN	1122 N Bolton Ave IN	9.6	5.14	
18	01/04/2017 15:24	01/04/2017 16:43	Business	1122 N Bolton Ave IN	5531 Armstrong Dr IN	7.2	3.85	
19	01/04/2017 16:25	01/04/2017 17:31	Business	5531 Armstrong Dr IN	Home	15.2	8.13	
20	01/05/2017 11:03	01/05/2017 11:14	Business	942 E 58th St IN	Home	2.7	1.44	
21	01/05/2017 12:34	01/05/2017 12:42	Business	942 E 58th St IN	North Church	3.1	1.66	
22	01/05/2017 13:35	01/05/2017 13:52	Business	North Church	Home	5.5	2.94	
23	01/06/2017 09:37	01/06/2017 09:44	Business	Home	Northminster	1.9	1.02	
24	01/06/2017 14:39	01/06/2017 15:47	Business	Northminster	Park Tudor	2.4	1.28	
25	01/06/2017 16:42	01/06/2017 17:55	Business	Park Tudor	Home	3.5	1.87	
26	01/08/2017 07:45	01/08/2017 12:31	Personal	Home	North Church	5.5	0	
27	01/08/2017 12:20	01/08/2017 12:37	Personal	North Church	Home	5.5	0	
28	01/09/2017 09:08	01/09/2017 09:32	Business	Home	Old Bethel	9.6	5.14	
29	01/09/2017 12:20	01/09/2017 12:33	Business	Old Bethel	773 N Riley Ave IN	4.1	2.19	
30	01/09/2017 15:17	01/09/2017 15:46	Business	773 N Riley Ave IN	7998 Windcombe Blvd IN	11.6	6.21	
31	01/10/2017 09:04	01/10/2017 09:32	Business	Home	6725 La Tour Circle IN	11.2	5.99	
32	01/10/2017 10:05	01/10/2017 10:34	Business	6725 La Tour Circle IN	Home	11.2	5.99	
33	01/10/2017 12:08	01/10/2017 12:32	Personal	Home	St Vincent	7.4	1.26	
34	01/12/2017 09:00	01/12/2017 09:12	Business	Home	IHC	3.4	1.82	
35	01/12/2017 14:03	01/12/2017 14:29	Business	IHC	8285 Redbud Ln IN	10.2	5.46	
36	01/12/2017 16:05	01/12/2017 16:24	Business	8285 Redbud Ln IN	Home	7.2	3.85	
37	01/12/2017 17:06	01/12/2017 17:22	Personal	Home	North Church	5.5	0	

Properties

Style: Default

Character: Liberation Sans 10

Number Format: General

Decimal places: Leading zeroes: 1

Negative numbers in red

Thousands separator

Alignment

Indent: 0 pt

Merge cell

Wrap text

Text orientation: 0°

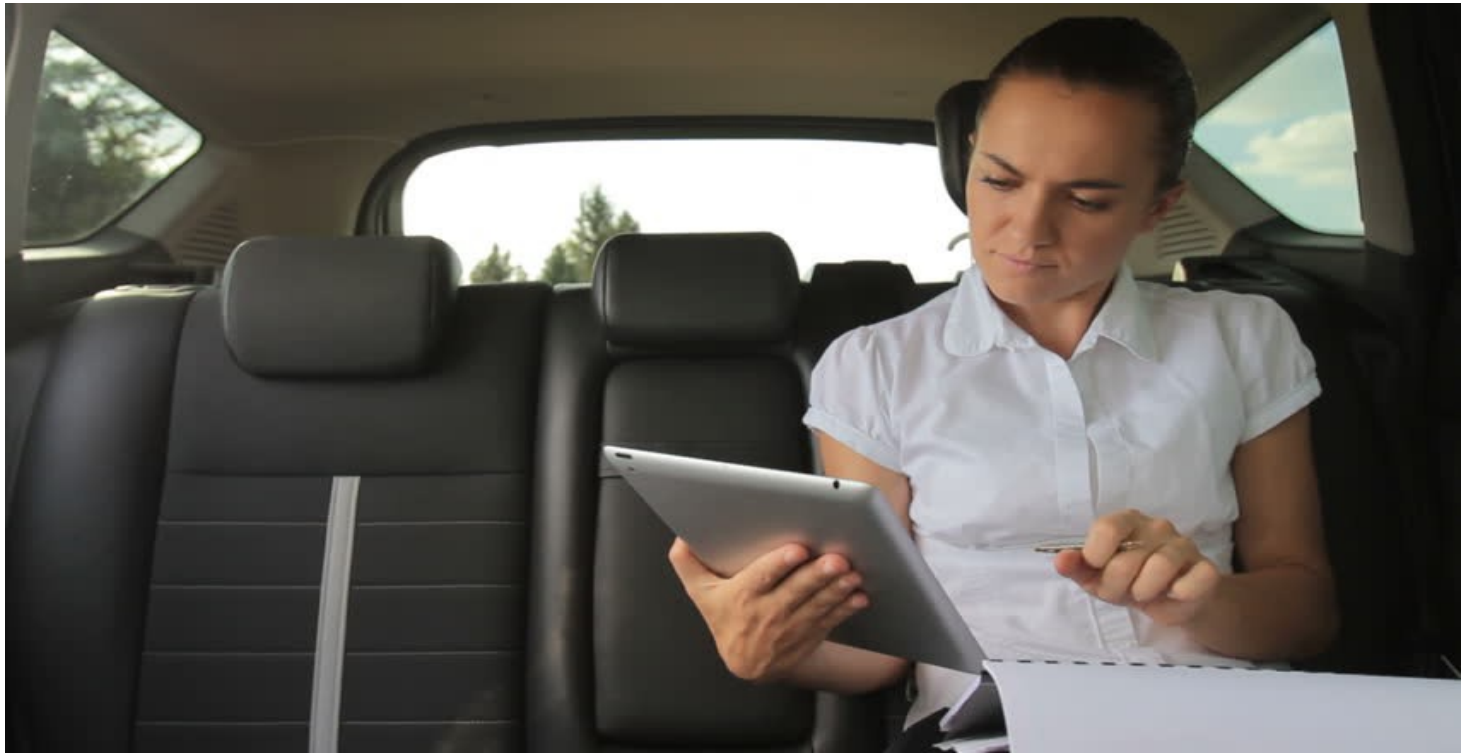
Vertically stacked

Cell Appearance

Background:

Finish records at the home

By using cloud based services you can finish your record keeping in your car before you leave the home.



Finish Records at the Home

Your online scheduling keeps records of service you did. Add piano data to it.

Square invoice records either for billing or recording a payment you received by cash or check.

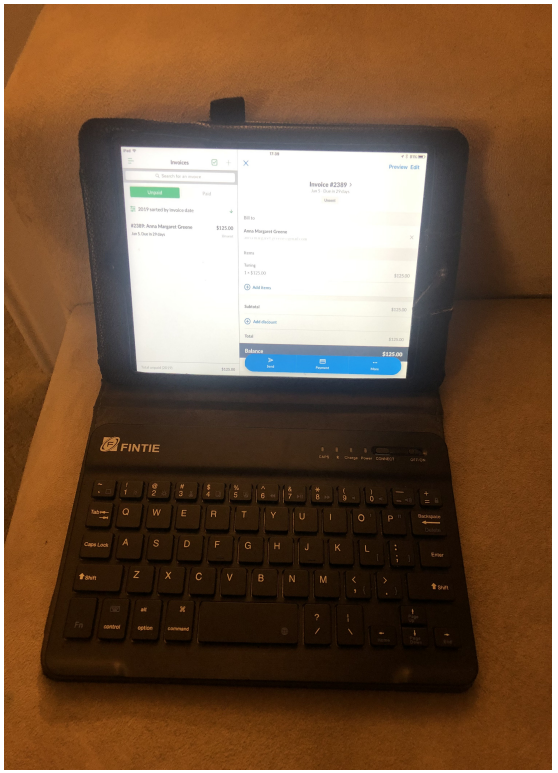
Square will process you credit card payments.

Use your bank app to deposit checks using the phone camera. I keep a notebook with the names and amounts of checks and I have a stamp to sign the checks.

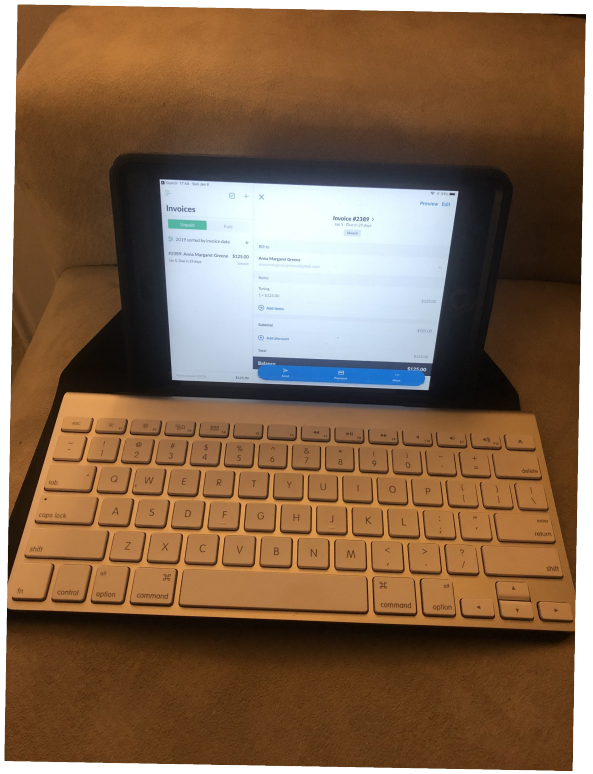
A bluetooth keyboard will make data entry easier for a phone or iPad.

Finish Records at Home

Bluetooth Keyboards for use with iPad or Phone



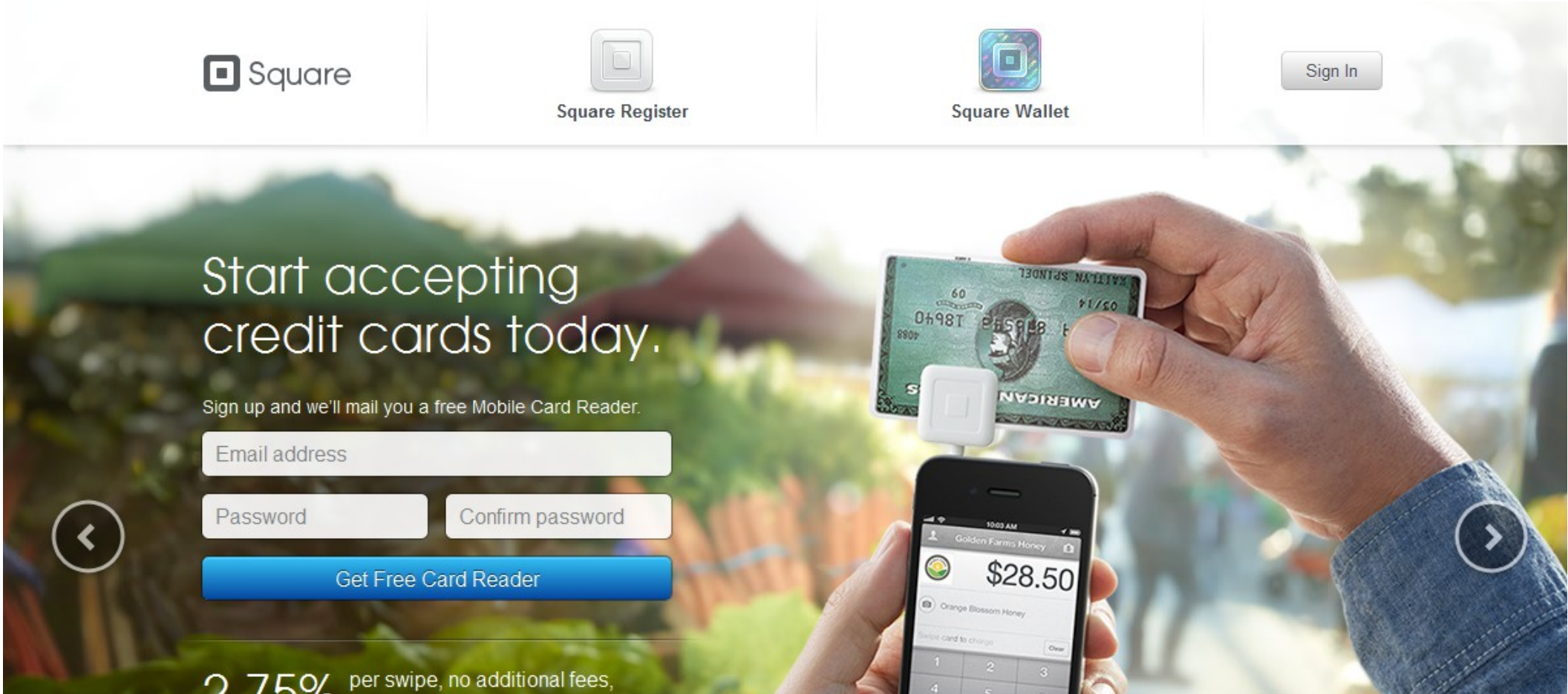
iPad mini case with small keyboard magnetically attached to case. Only makes the case slightly thicker.



Apple keyboard with cover that opens into a stand for iPad. Very light and thin to carry.

Square Credit Card processing

squareup.com/

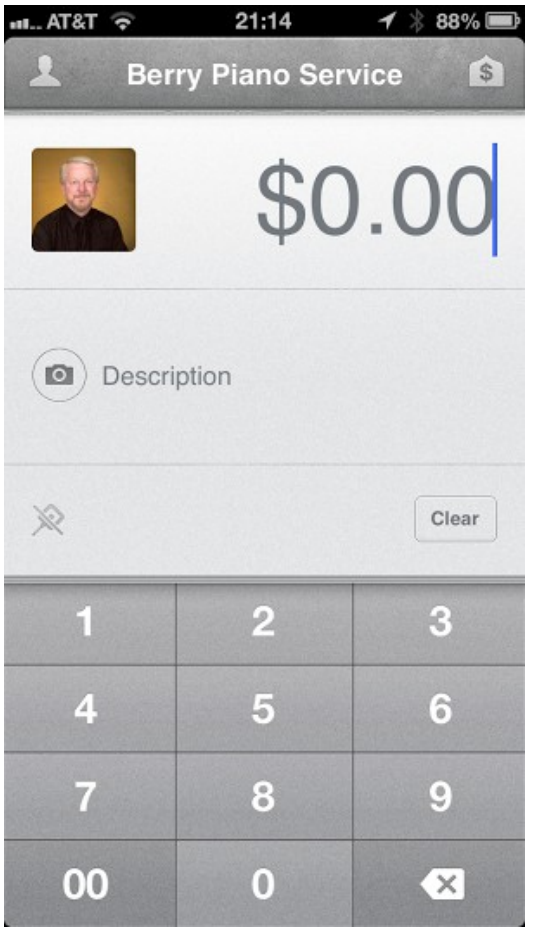


Square

Enter amount of Sale

Type in description with customer's name

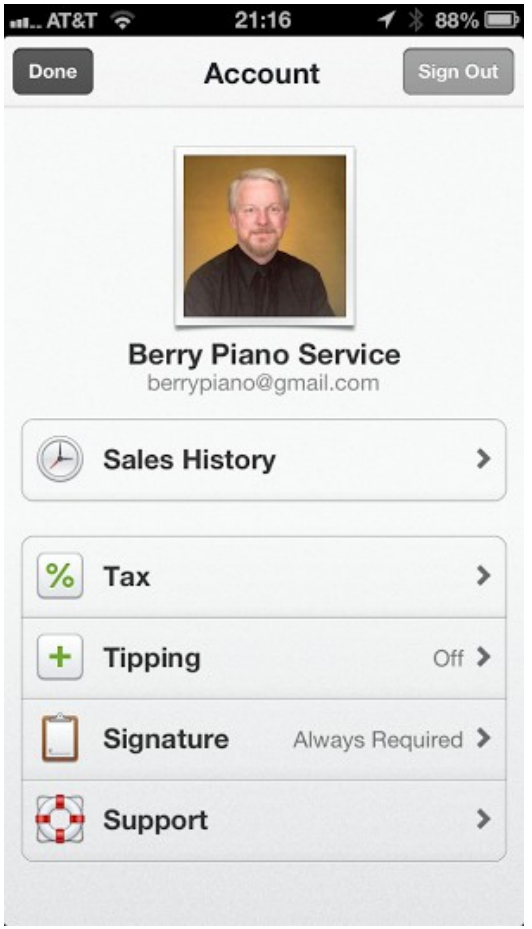
Click camera icon to take picture of your paper receipt to make it a permanent part of the electronic transaction.



Square

Set up your account.

Do you charge sales tax?

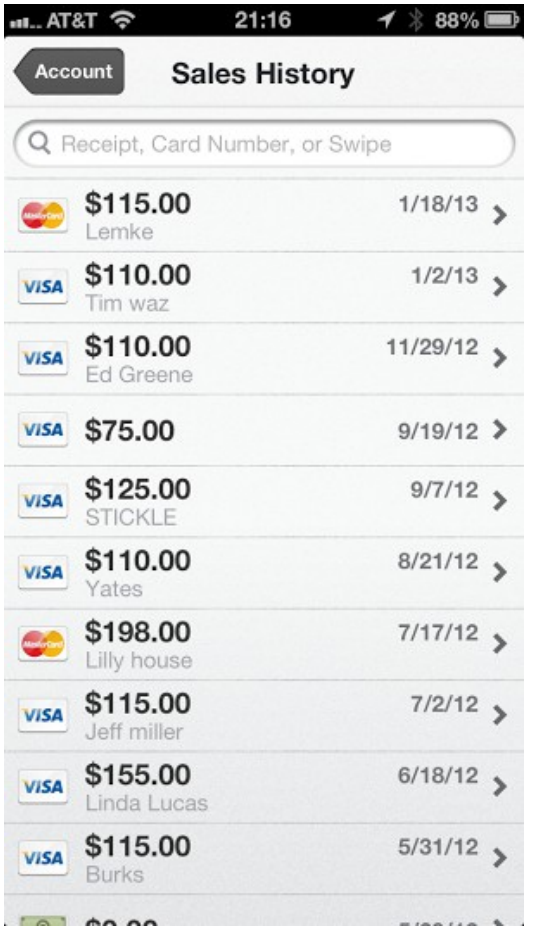


Square

Sales history can be seen on the phone or at the Squareup.com web site.

Square has just recently added invoicing to their services. You can send an invoice they can pay with credit card using Square.

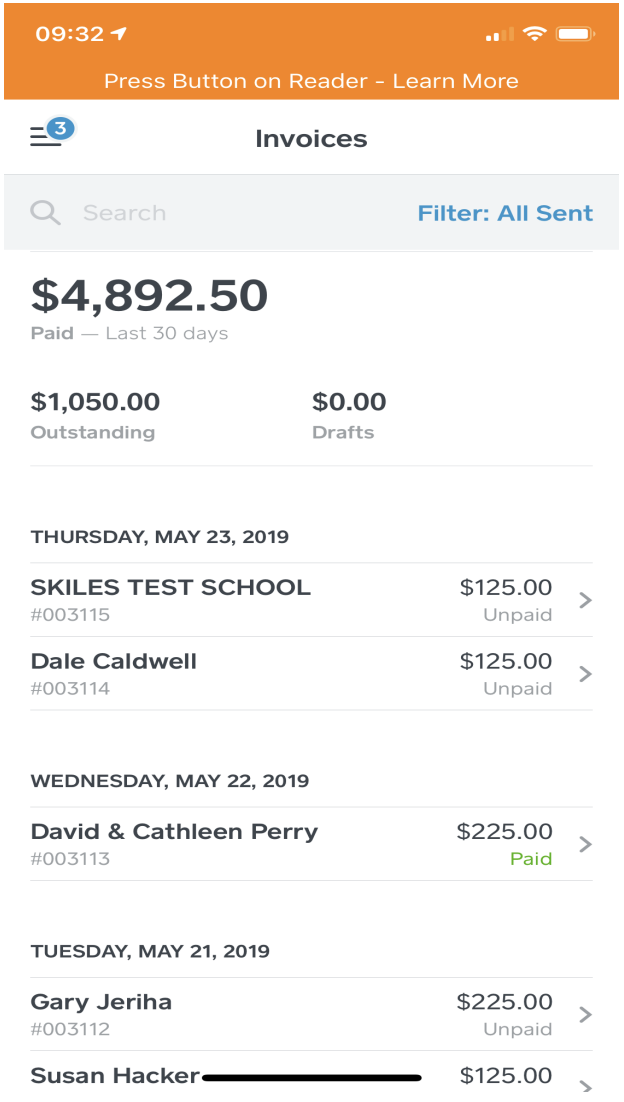
So far the invoicing on Square is less complete than invoice to go for sending invoices by email.

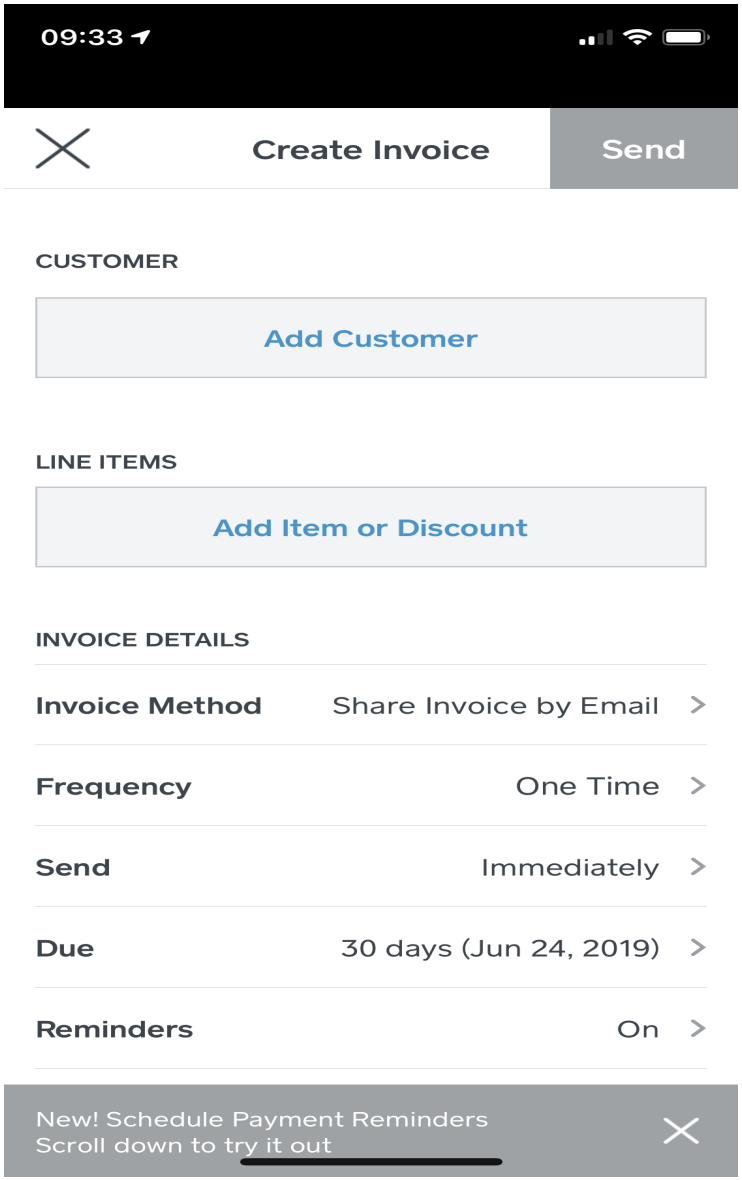


Square Invoices

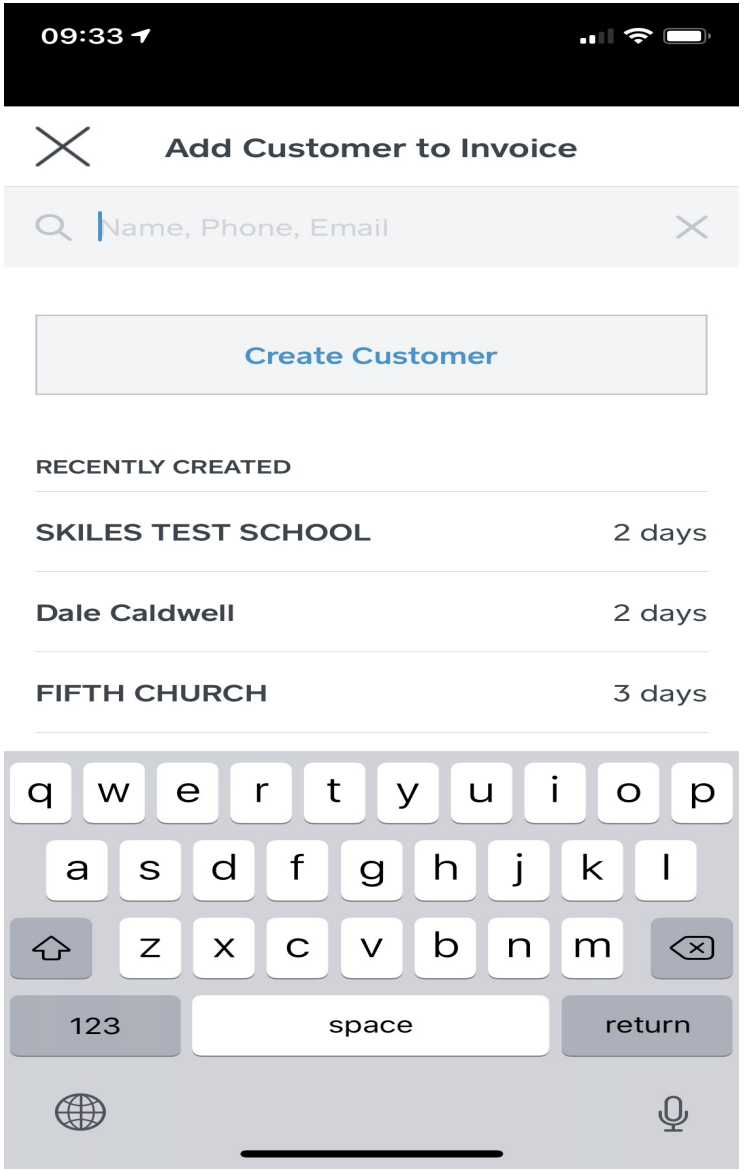
Square has a invoicing system where you can send invoices from your phone. Customers have the option of paying right from that invoice using a credit card or paypal.

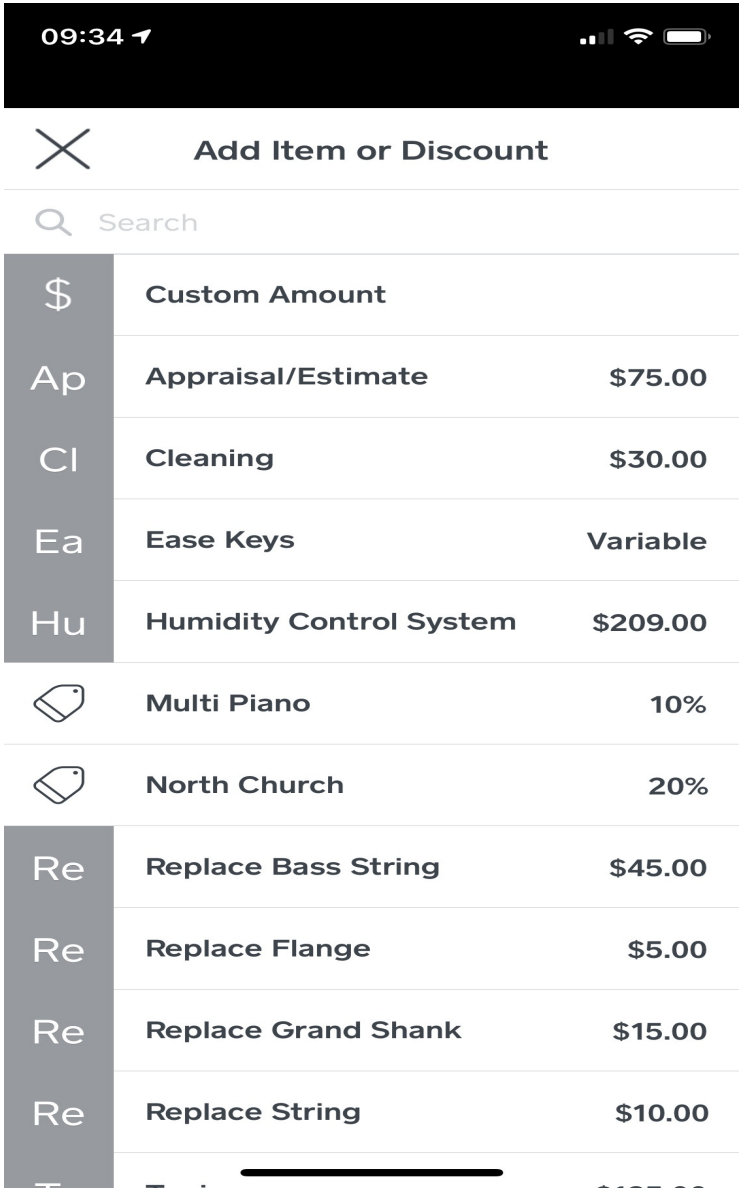
Square Invoices





Square Invoices





Square Invoices

09:37

Inbox

New Invoice: #003115 to SKILES TEST SCHOOL
May 23, 2019 at 15:52

Ron Berry Piano Service

Invoice Sent

$125.00 due on June 22, 2019

Invoice #003115
May 23, 2019

Bill To
SKILES TEST SCHOOL
fredataylor@msdlt.k12.in.us

We appreciate your business.

09:38

Inbox

Invoice Paid: #003113 to David & Cathleen Perry
May 22, 2019 at 11:30

Ron Berry Piano Service

Invoice Paid

Paid $225.00 on May 22, 2019

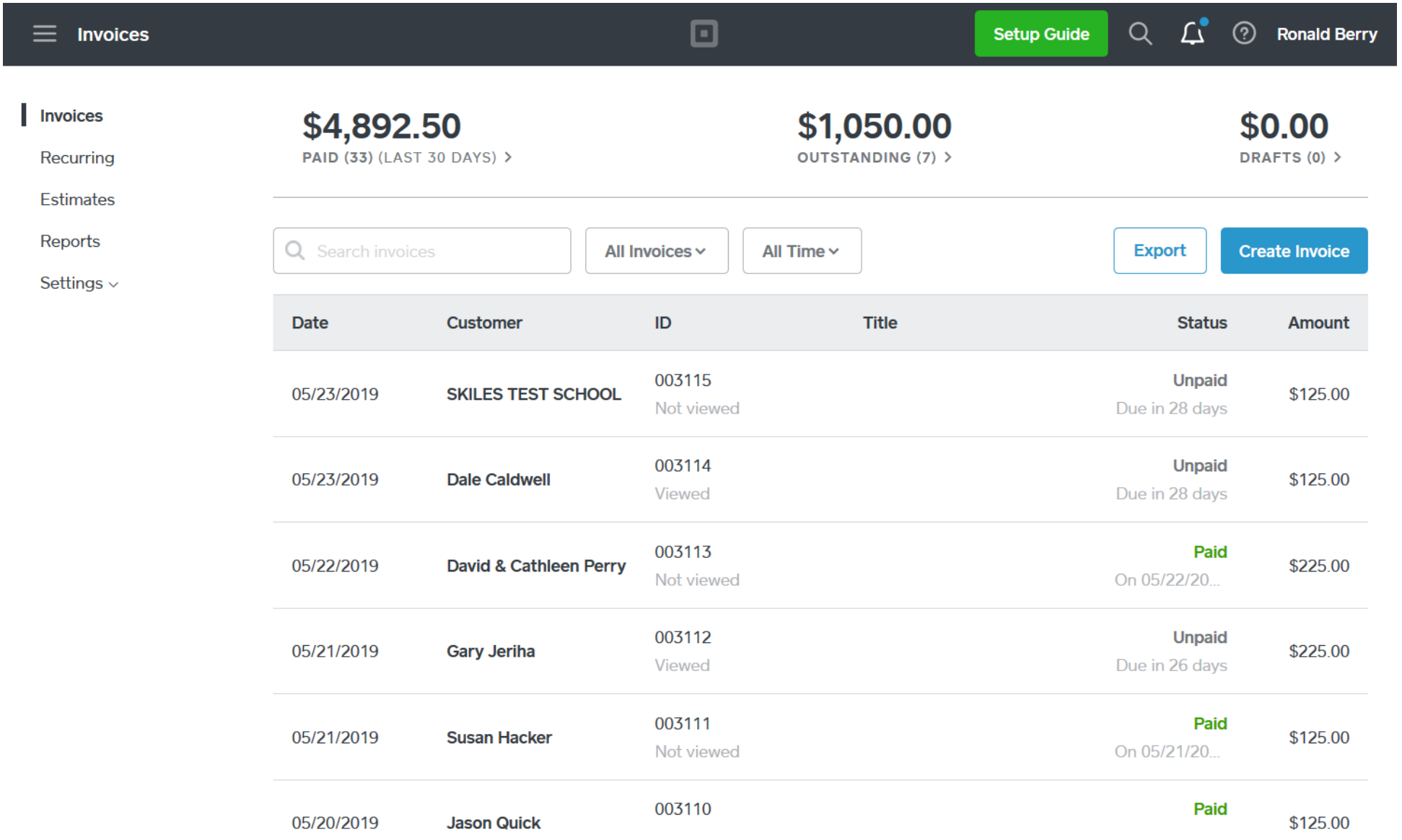
Invoice #003113
May 22, 2019

Bill To
David & Cathleen Perry
cathleenperry@sbcglobal.net

We appreciate your business.

Square Invoices

There is a dashboard on you computer as well to manage payments and invoices.



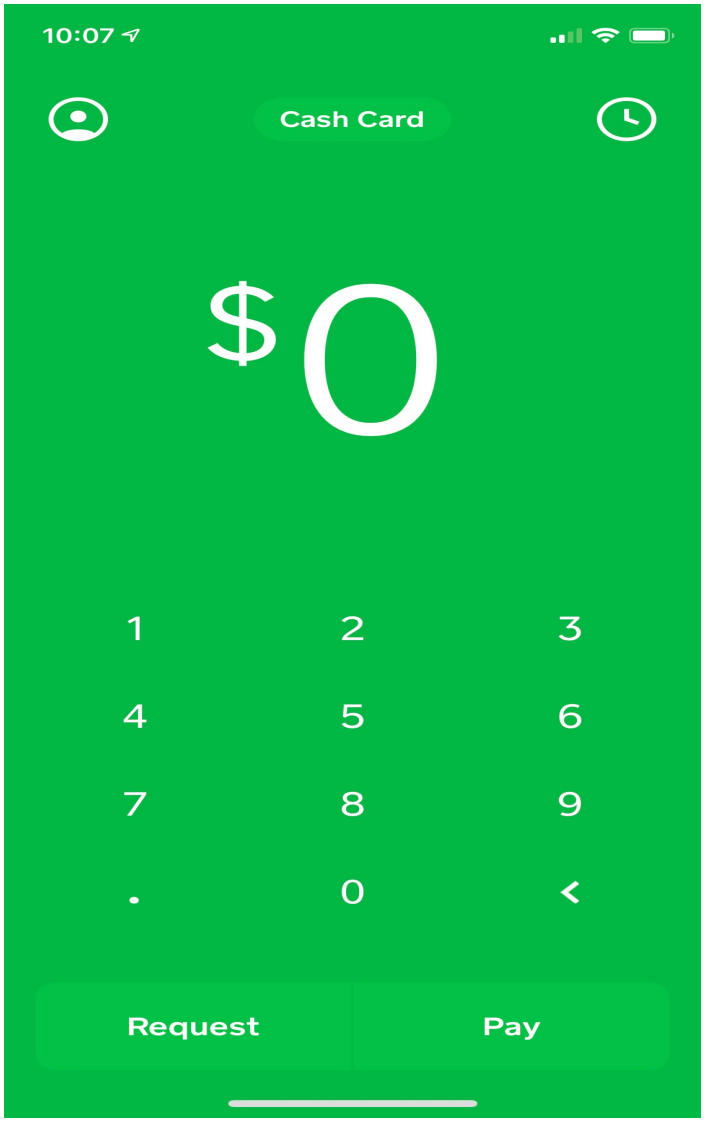
Square Cash

Square has an app to transfer money between bank accounts for no fee.

It is meant for personal transactions.

If you have a square account you have already given it your bank account info. The recipient has to give it bank info also but you never see that. Transfers are protected by a PIN number or your fingerprint/FaceID on your phone.

Square Cash App

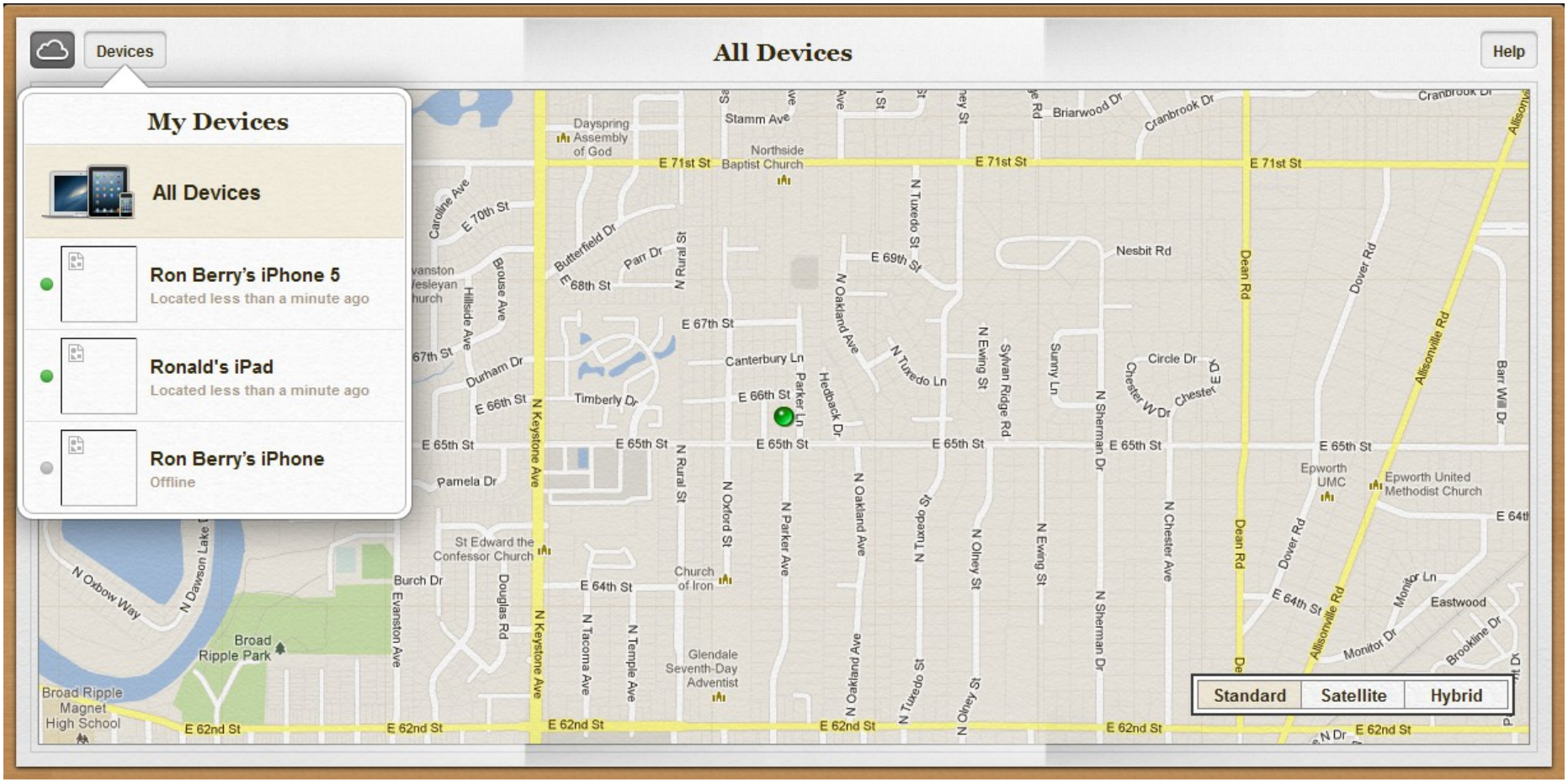


Find my Phone

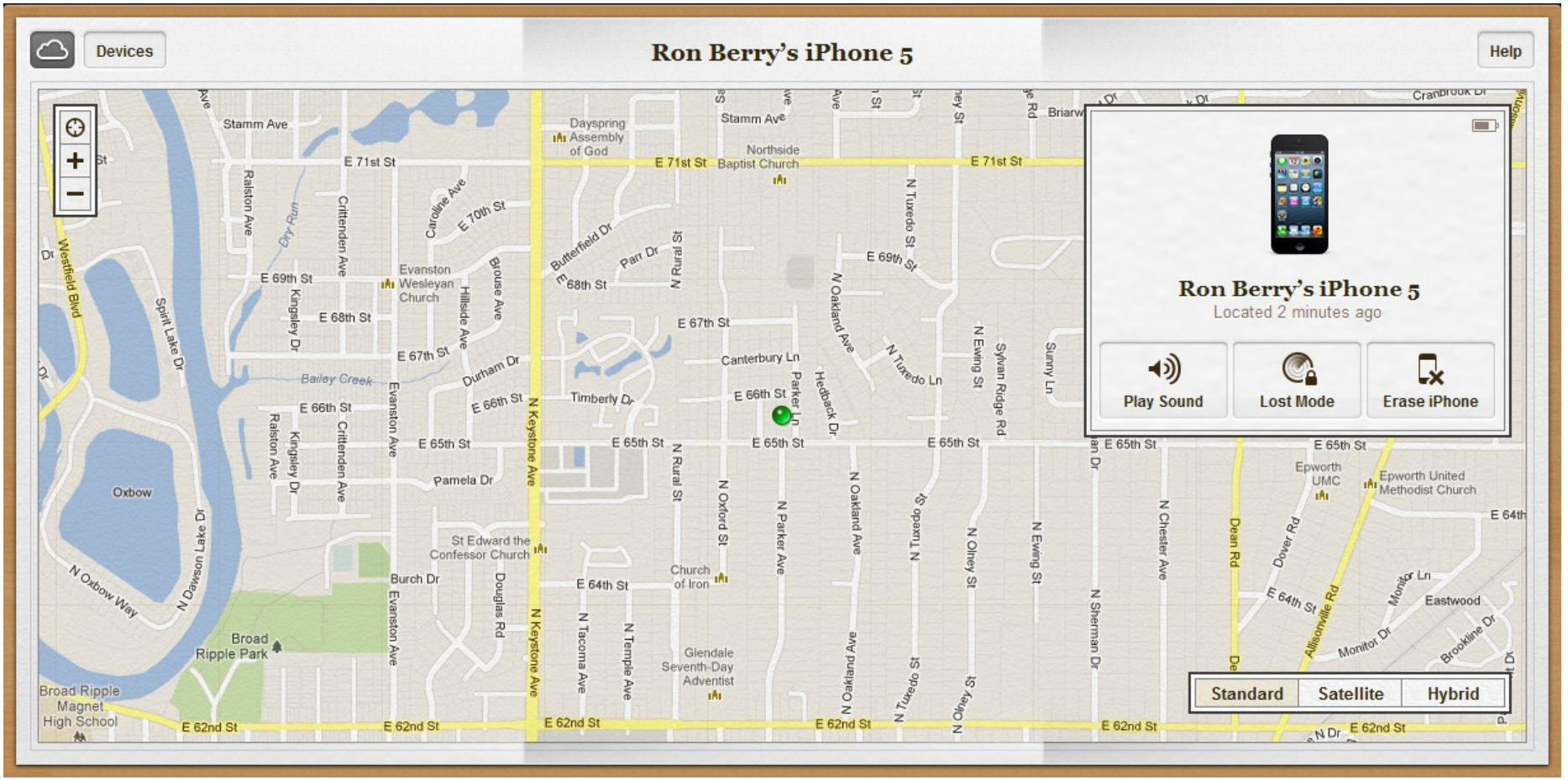
icloud.com

Find my Phone

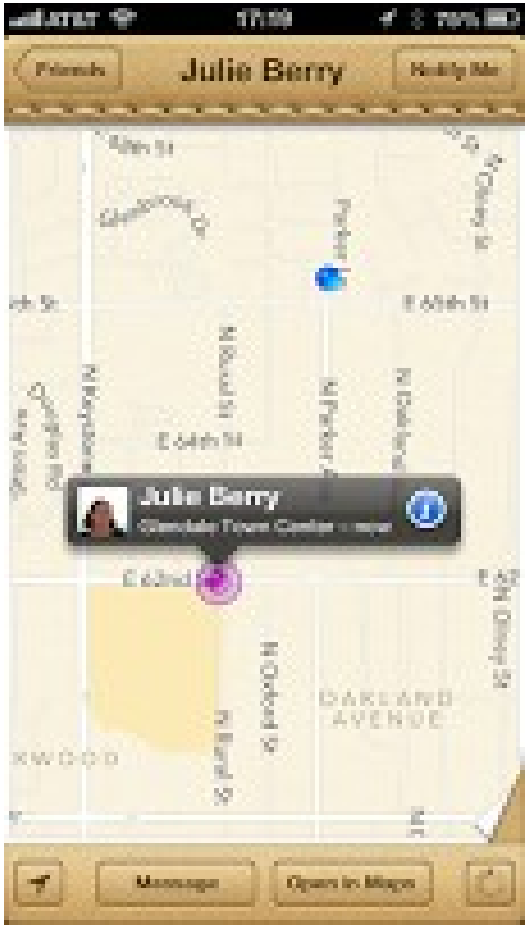
Find my Phone



Find or erase your phone



Find your wife

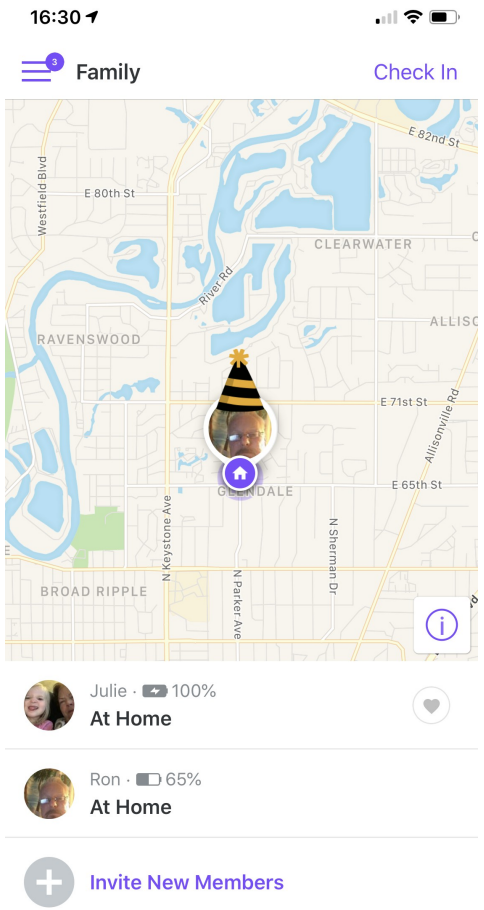


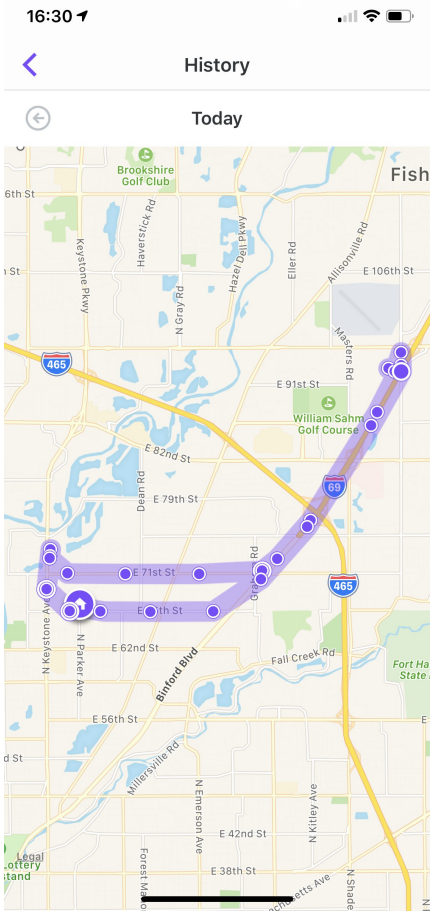
Life360

Find my friends for non Apple people

Life360 tracks your family and friends. It keeps track of where they are, where they have been and their battery status. This is a Microsoft product that works for all smart phones.

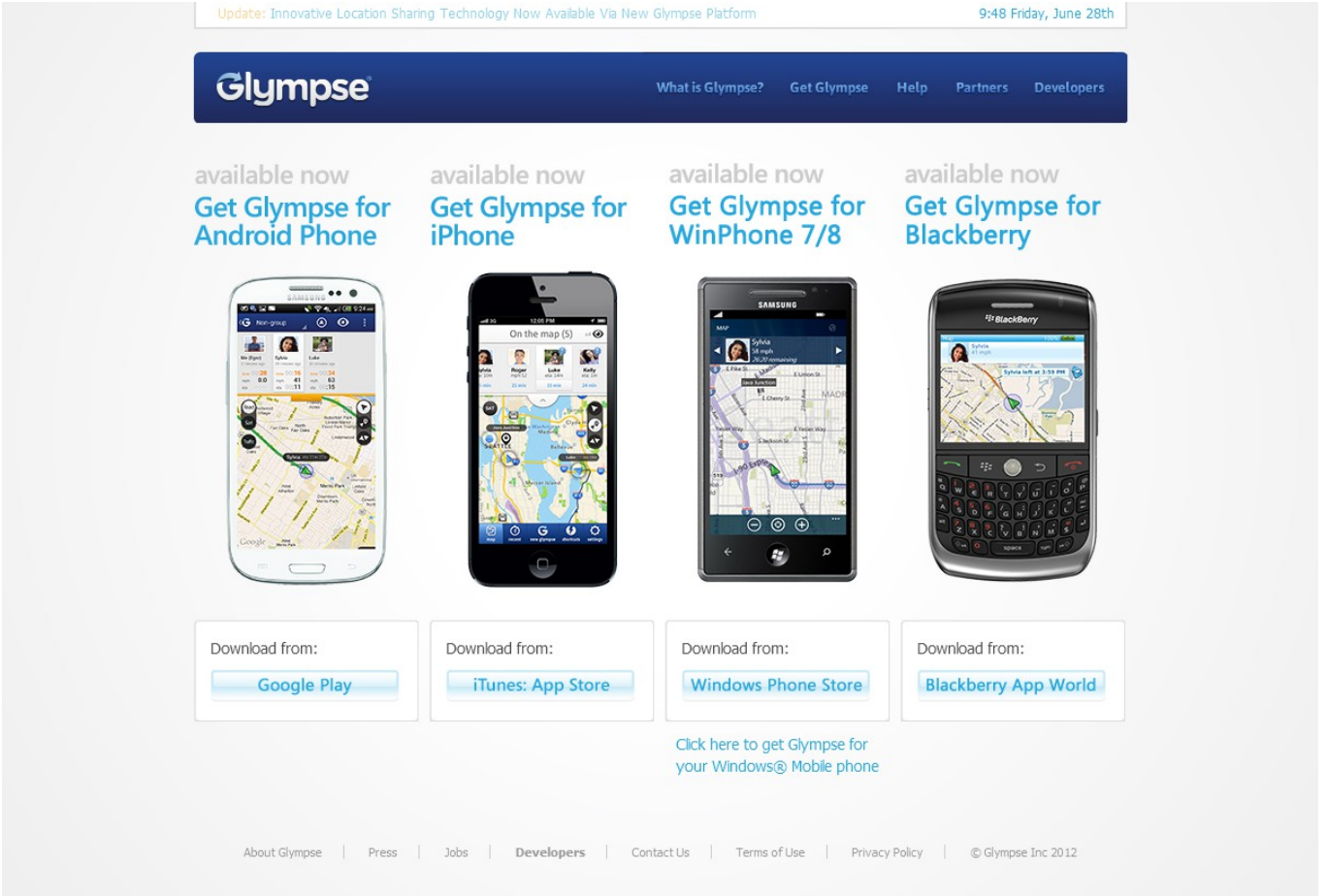
Free with in app purchases for additional features.



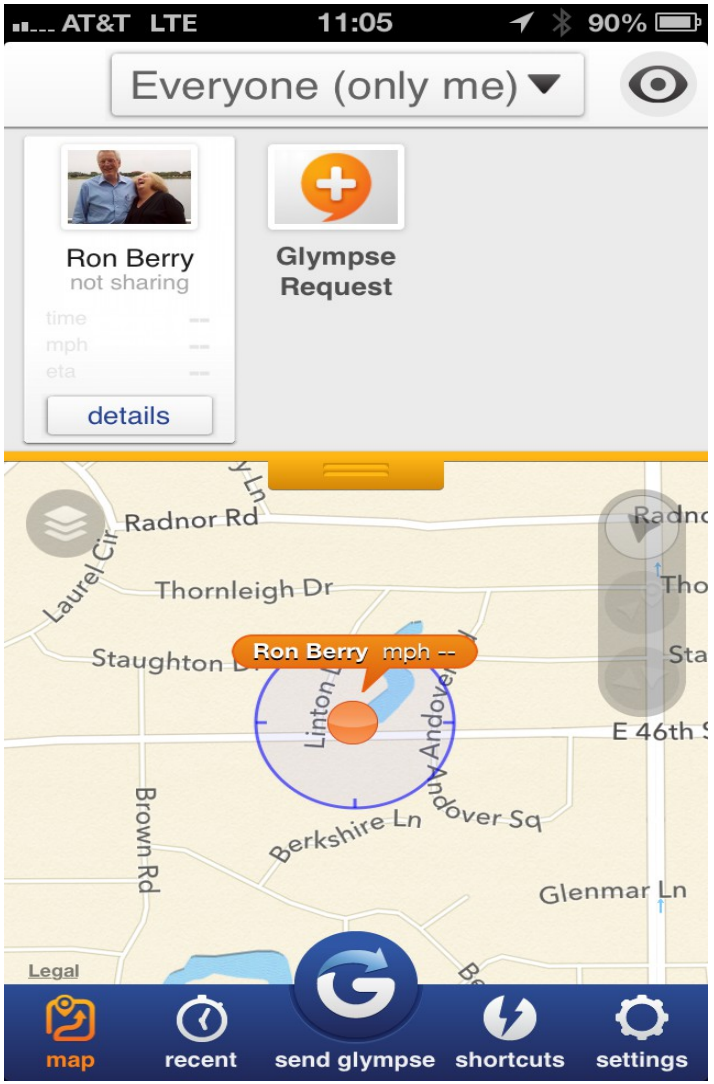


Glympse.com

Send your location to your customers



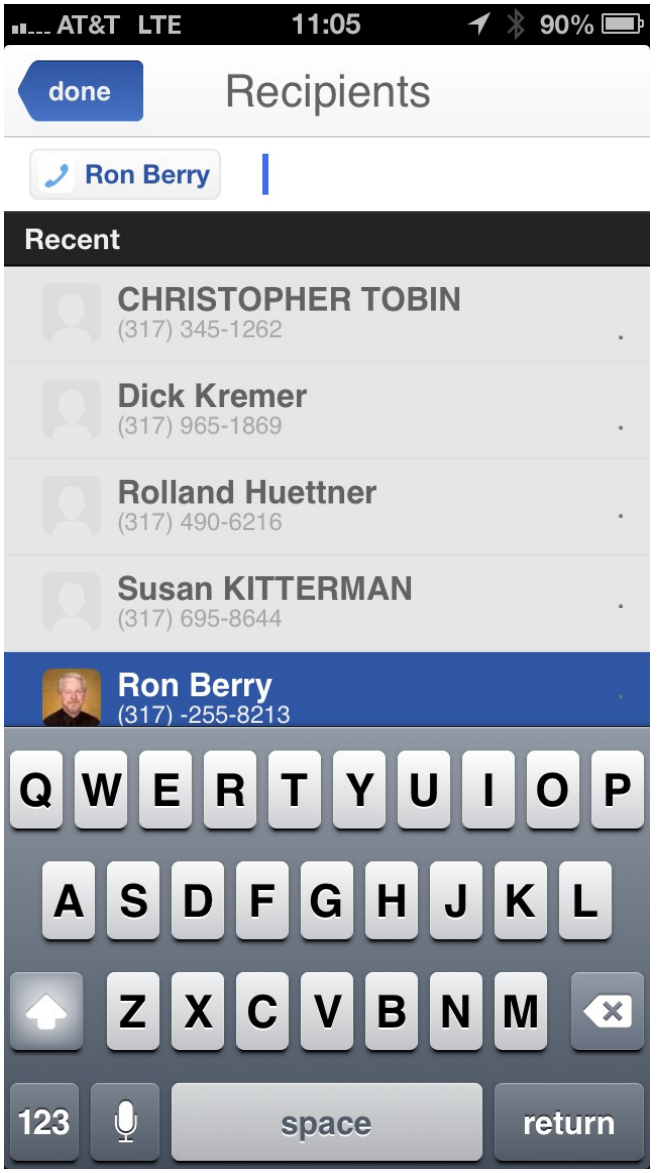
Glympse
selecting recipient



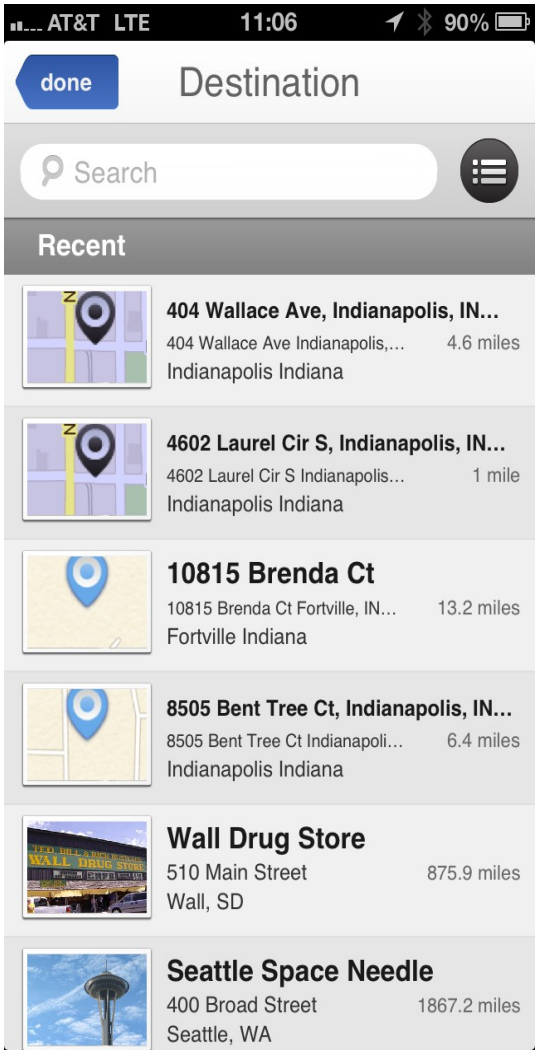
Shows your current location

Then select who to send your glympse from among your contacts.

They must have a smartphone if sending a text but they don't need to install the app.

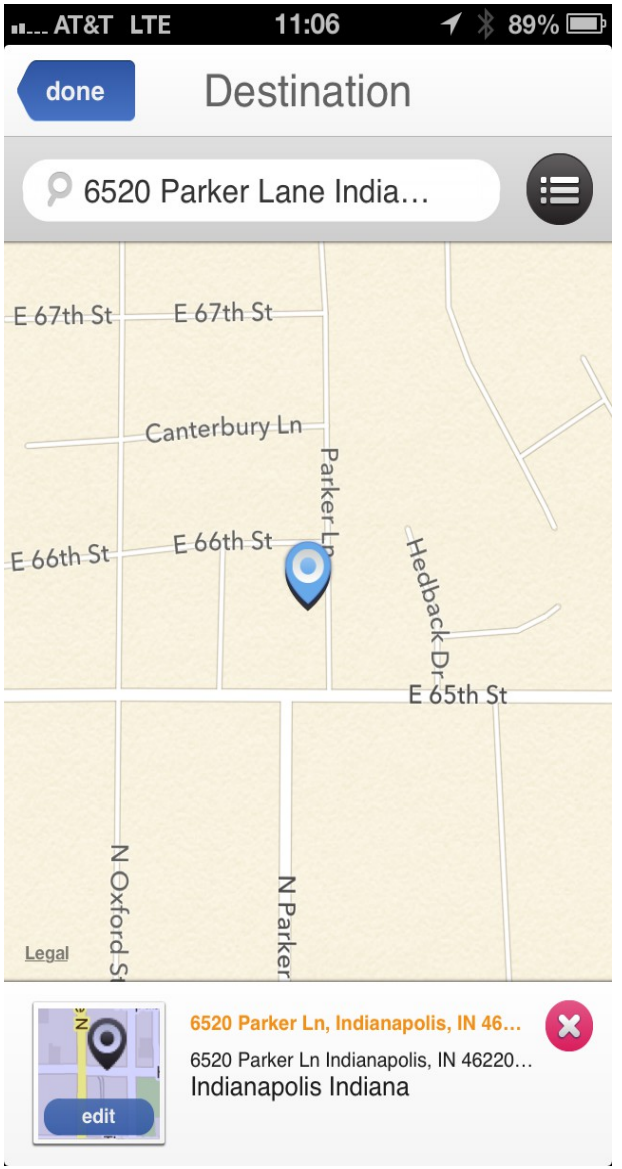


Glympse
Select destination

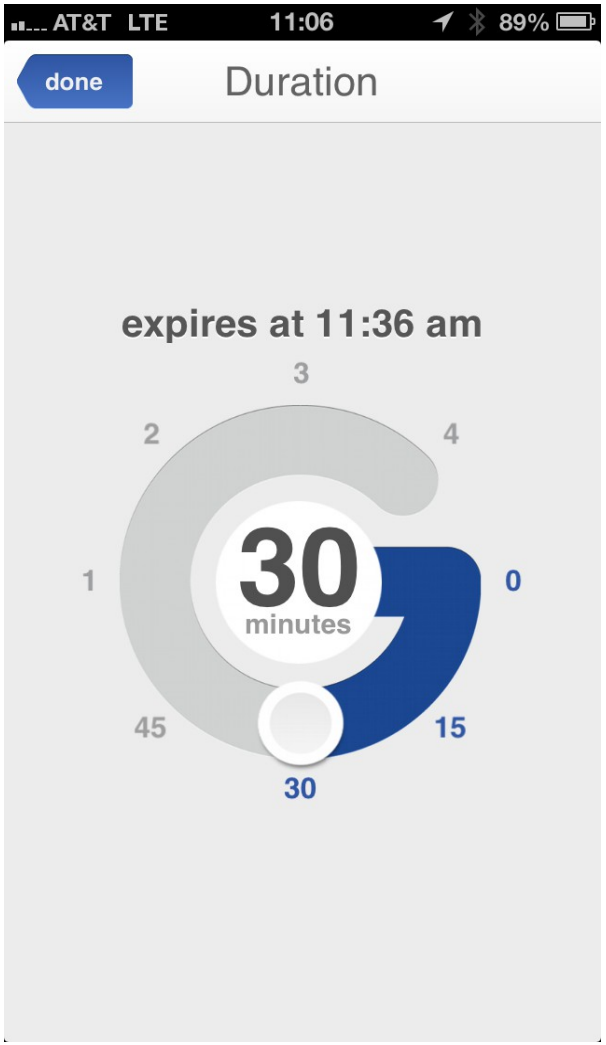


Select the destination you are travelling to. This is usually your customer.

By providing destination, the app sends them an ETA based on your current location and speed.



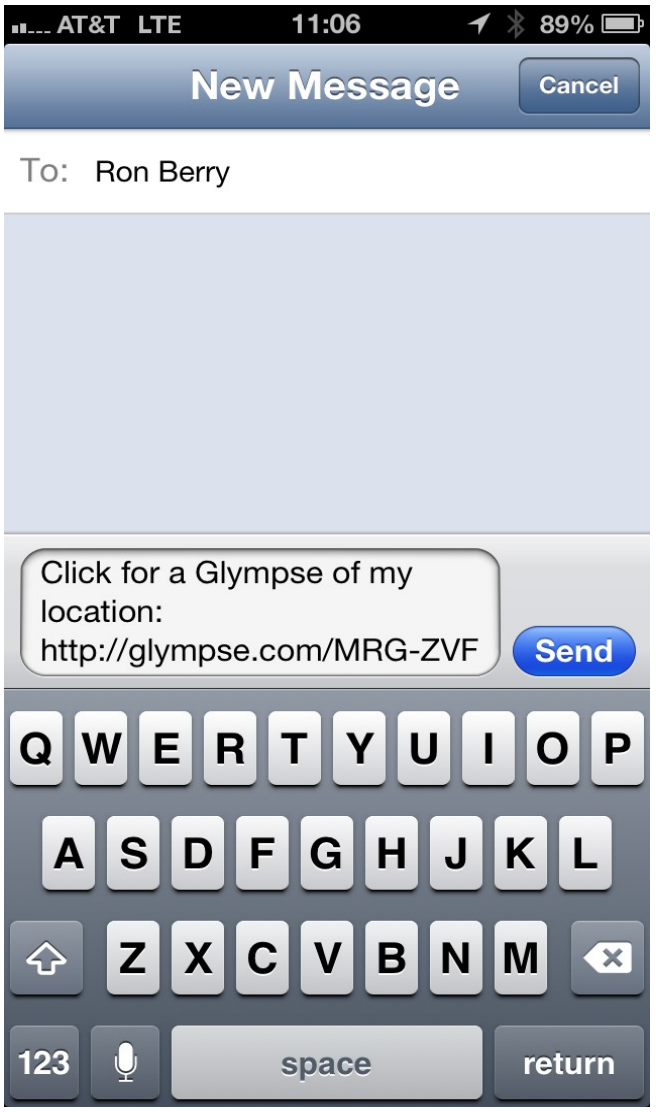
Glympse
Select duration, create message



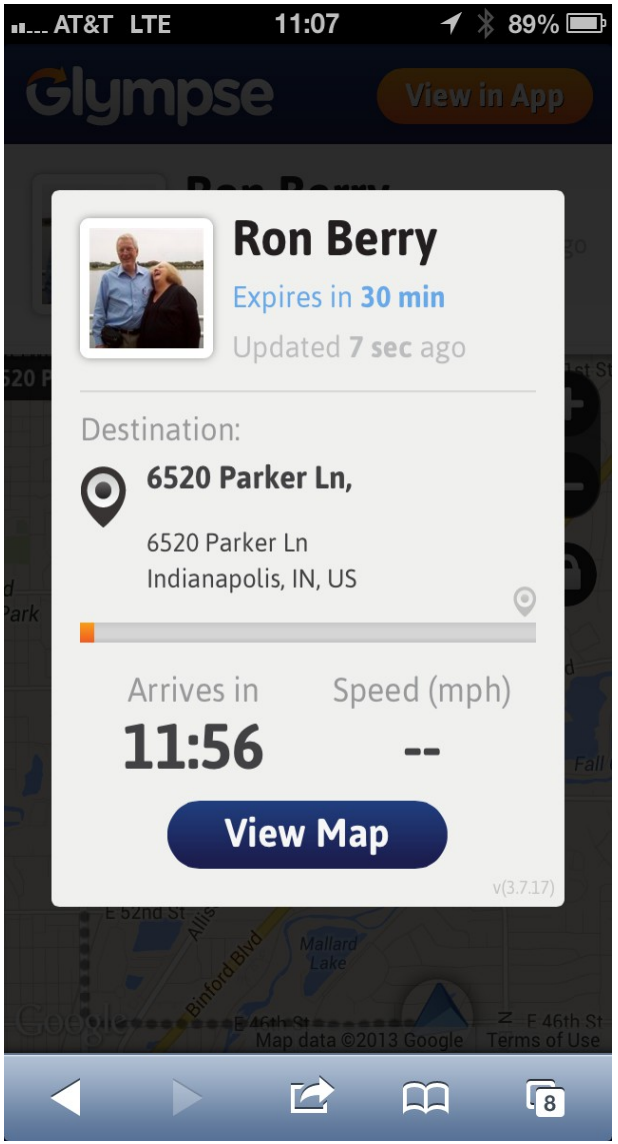
Select how long you want to be tracked.

It then creates a text or email with a link to your tracking data.

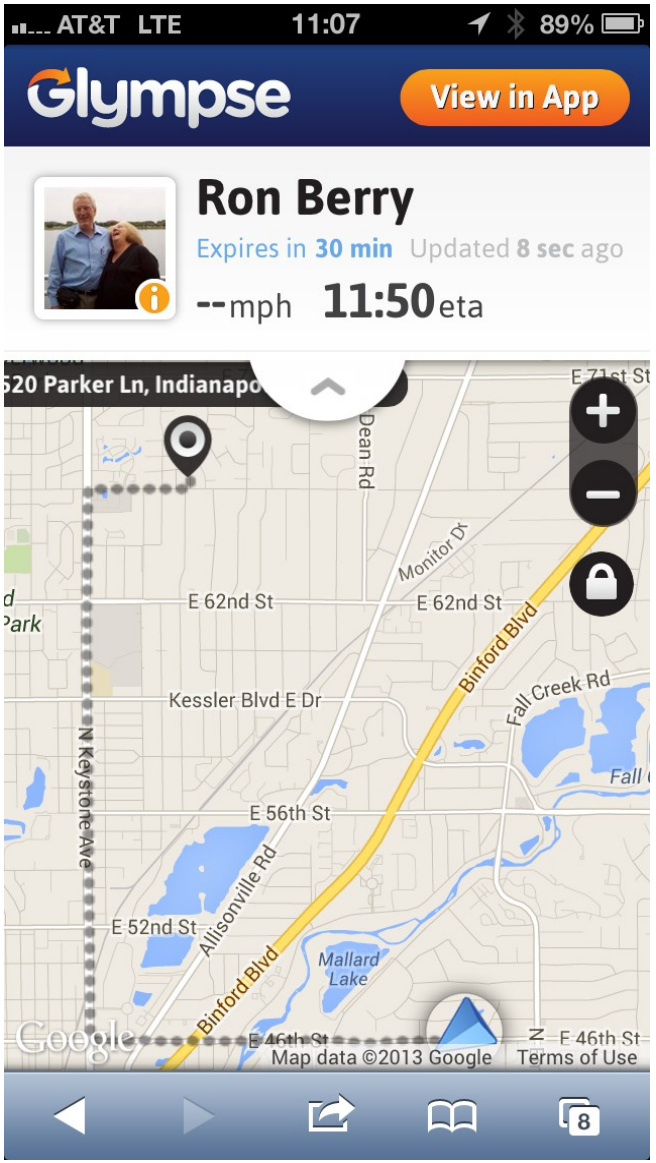
This only shares with the person you select for the time period you select.



Glympse
What they see

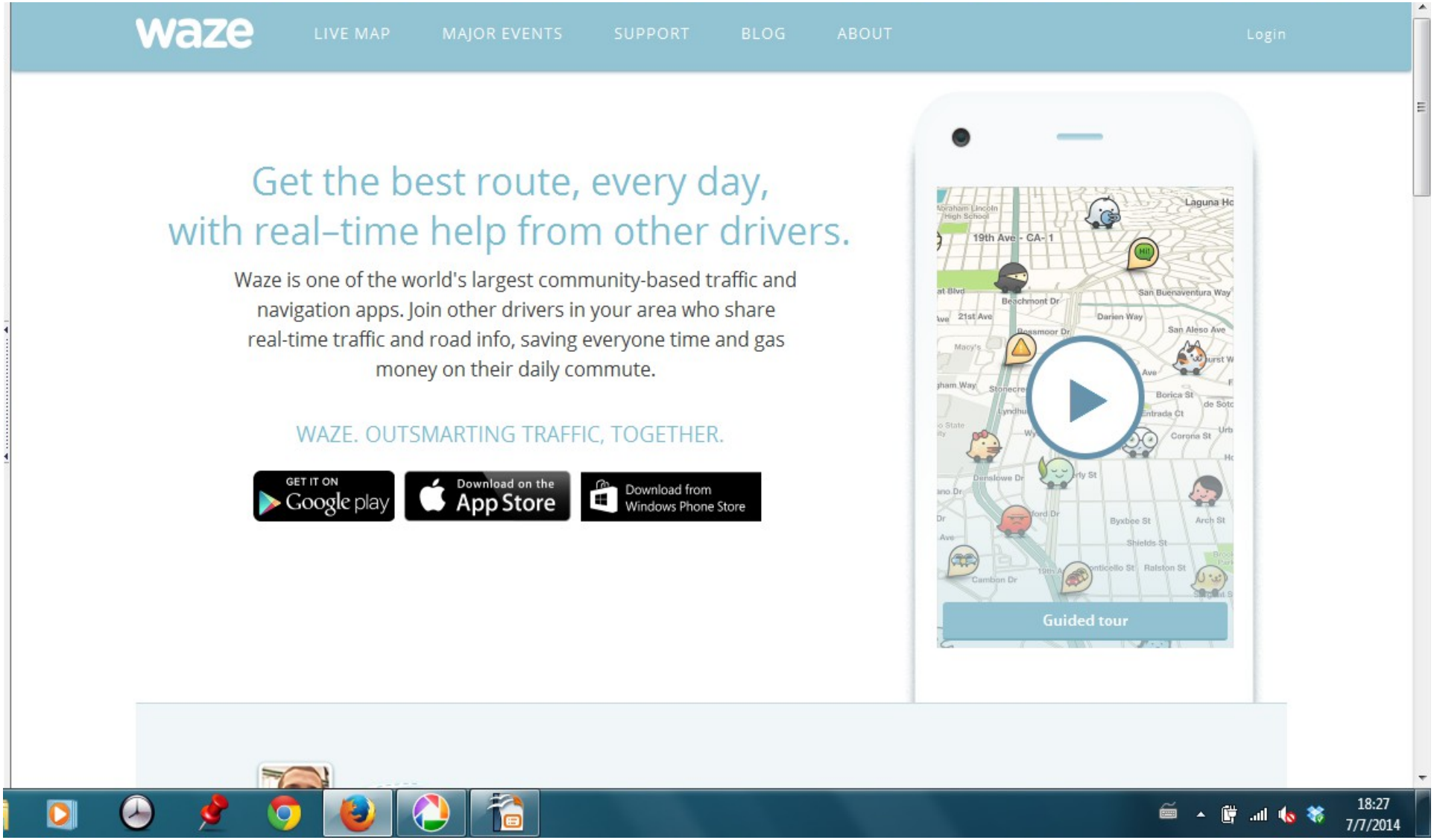


Here is what they see in their browser. The speed doesn't show in this example because I was not moving when I captured the screen shot You can also turn off displaying the speed if that might be embarrassing.



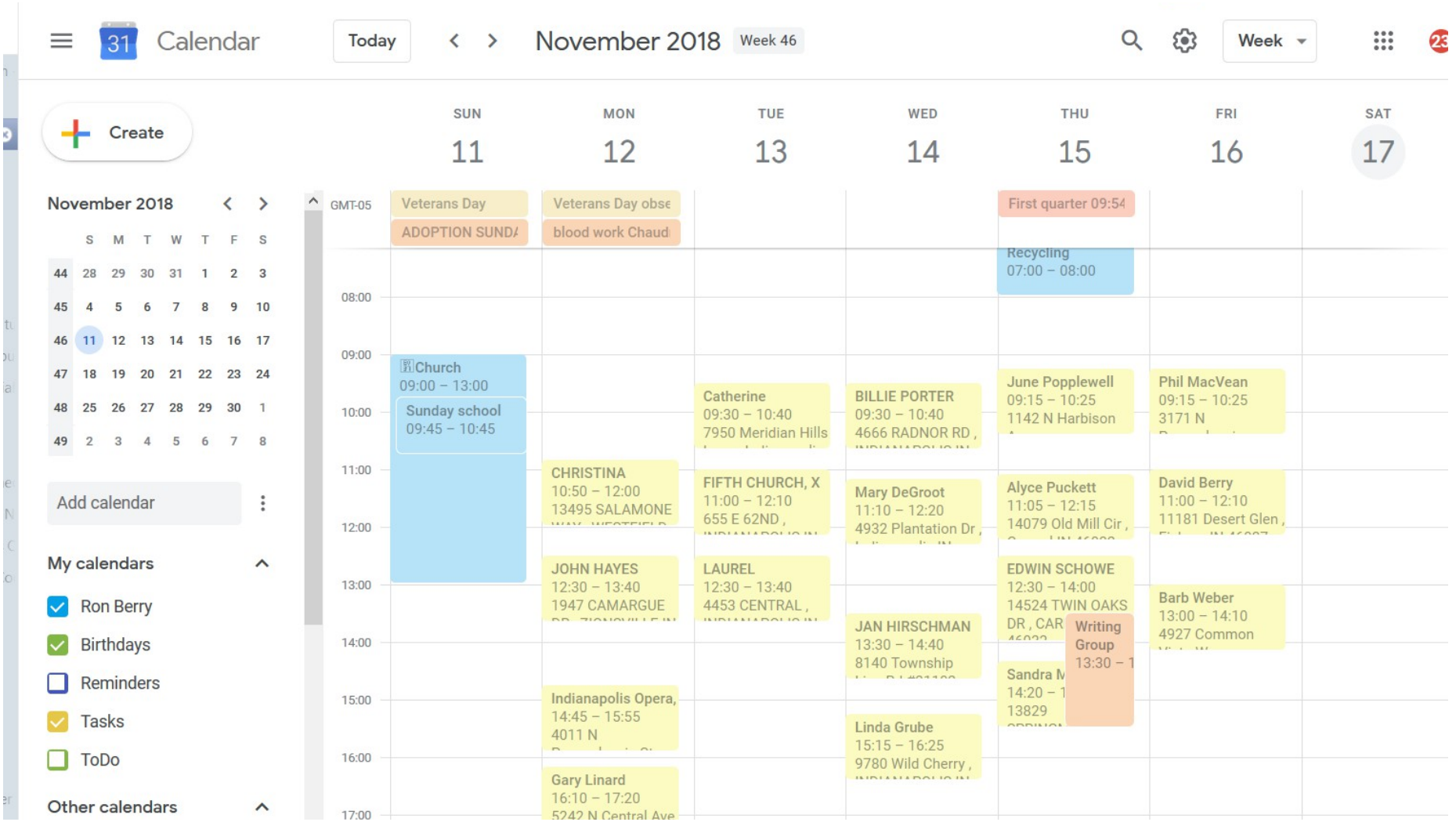
Waze

Real time driving conditions from data from other cars. Especially good to show you where roadblocks are.



Google Calendar

Can sync to phone and manage other technicians. Set up your phone as a Google account and it can sync all your mail, contacts, and calendar with any other device. You can also view, and/or edit other people's calendars.



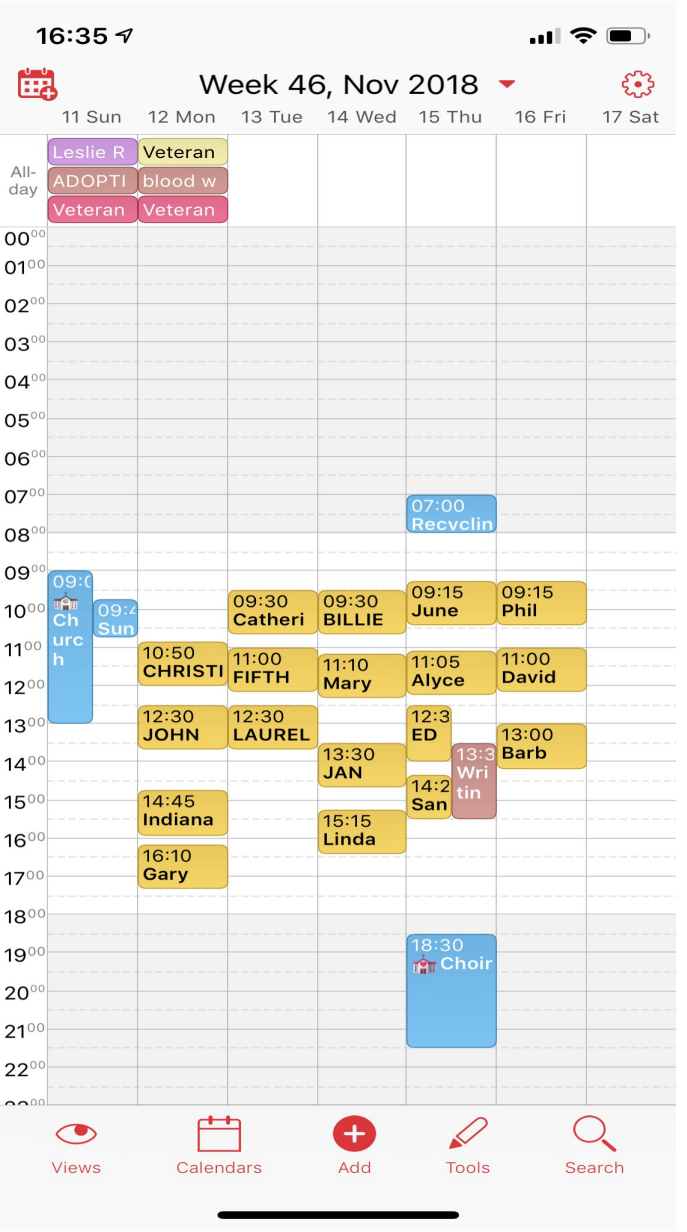
WeekCal
Adds new flexibility to you calendar

http://www.utilitap.com/weekcalendar/

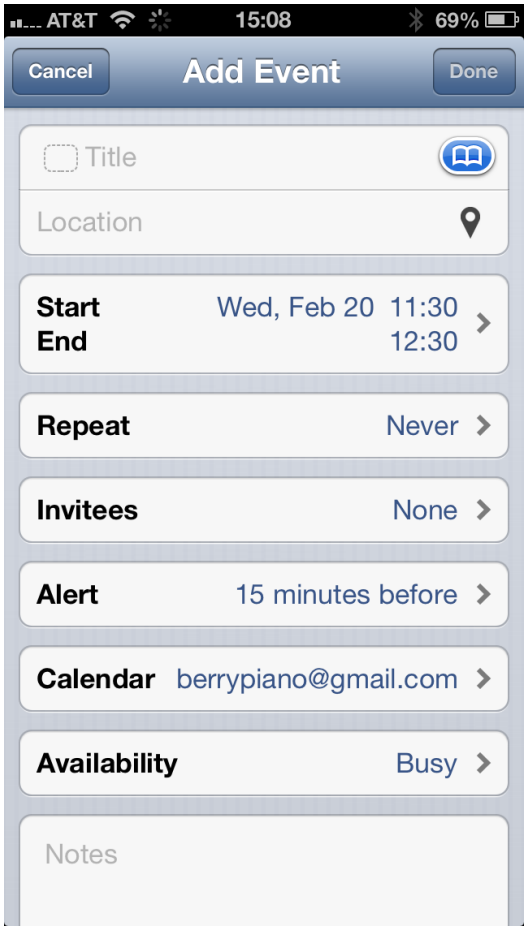
WeekCal

WeekCal gives you many different views of your calendar data but still uses the same underlying data.
The best part is that you can set up an appointment and link it to your client's data so that it will enter the address information in the calendar entry.

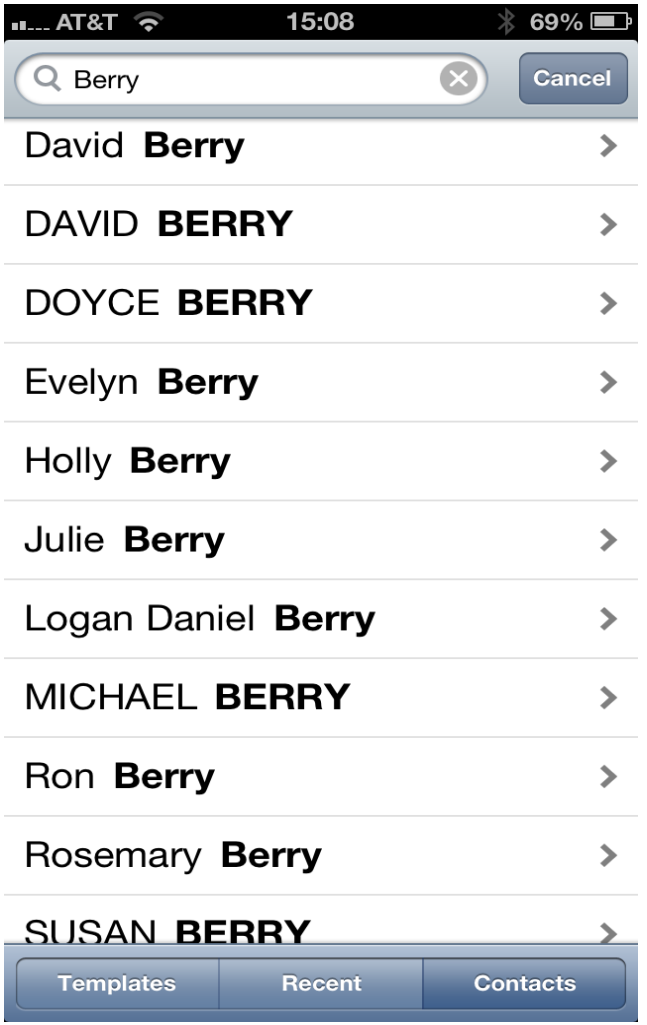
Or in this case, I have my calendar from PianoCal where all the entries show up in the Google calendar. PianoCal entries are yellow. My wife's calendar is red and my own items I add manually are blue.



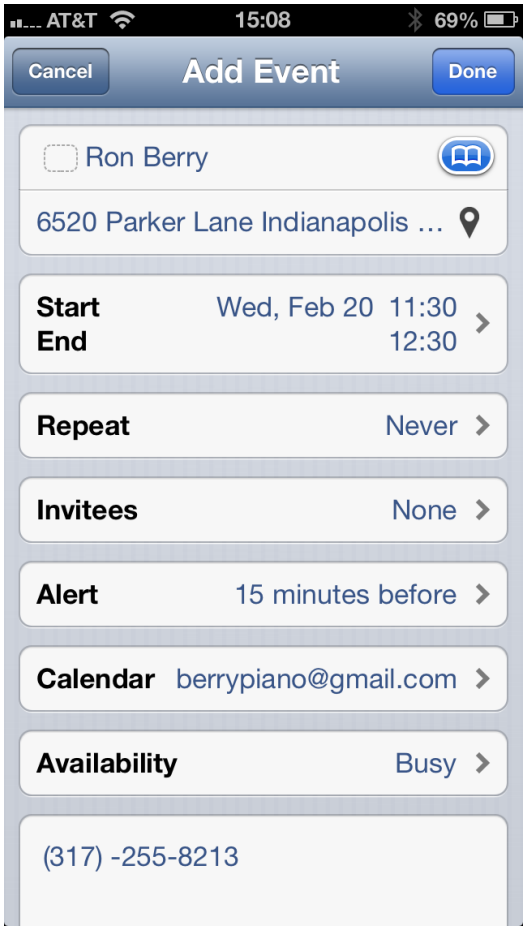
WeekCal



Tap the bookmark icon to open your contact list and search it.



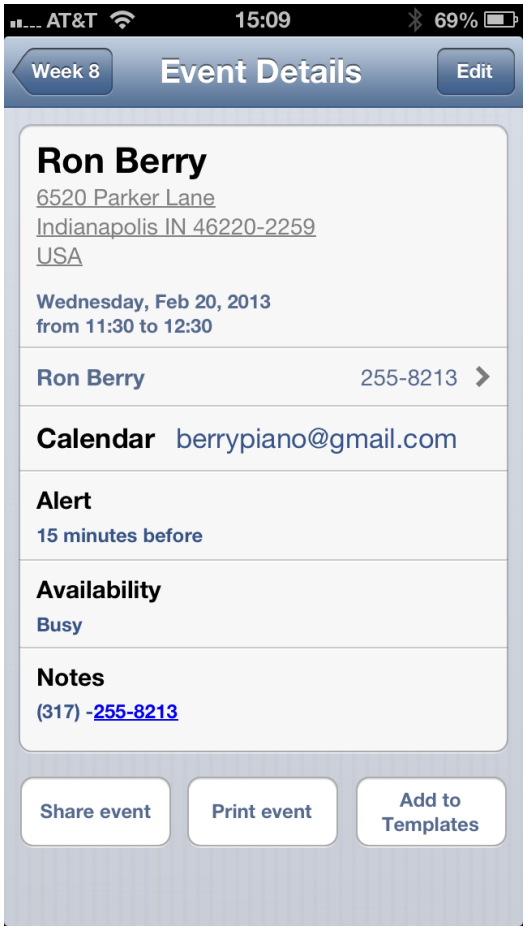
WeekCal



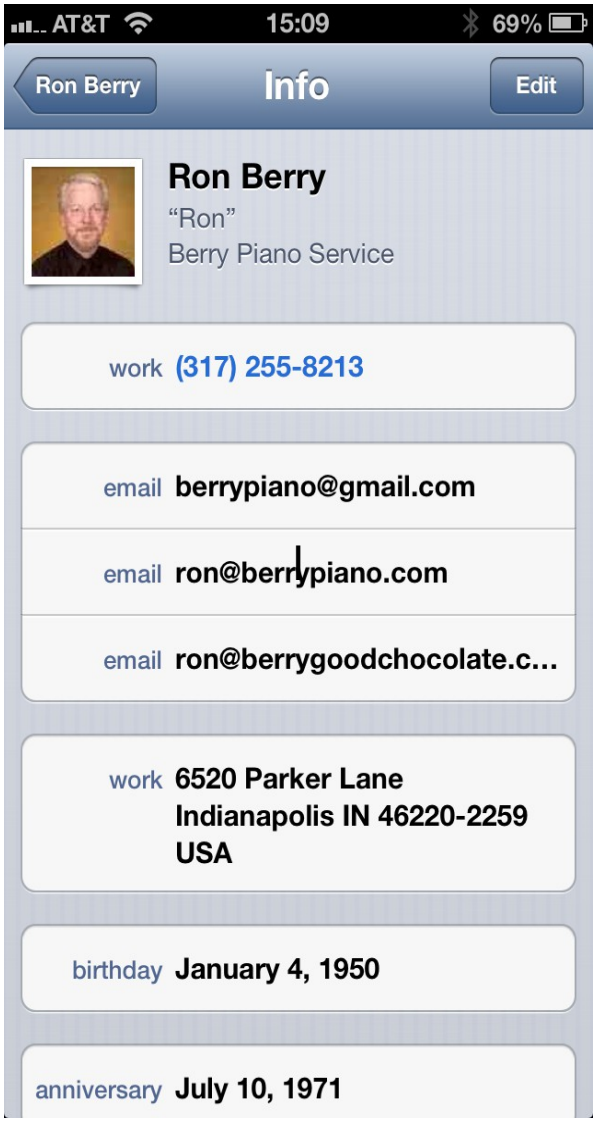
After selecting the contact, notice that it enters the address from the contact information.

The new appointment show in the calendar and can be tapped to pop up the more complete information.

WeekCal

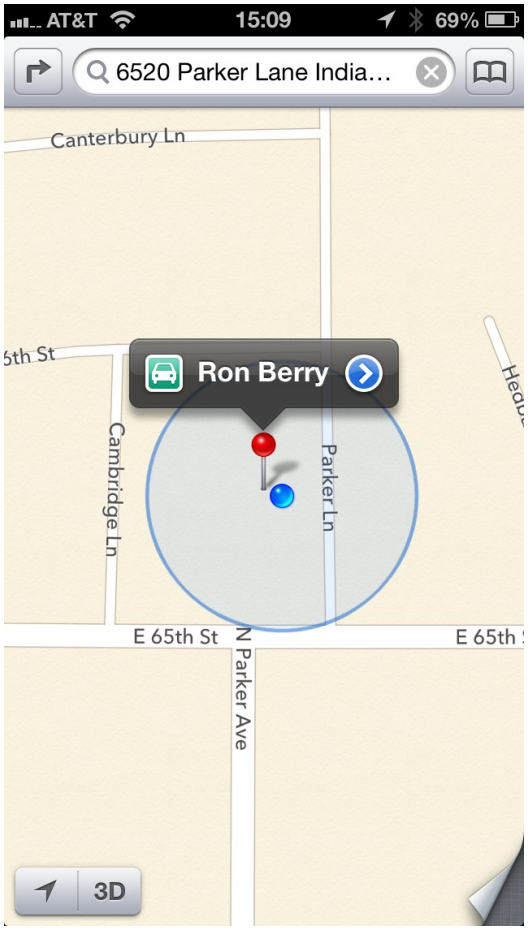


Tapping the arrow opens the full information for the appointment. Then tapping the name and phone in the middle of the record opens that actual contact information that the appointment is linked to.

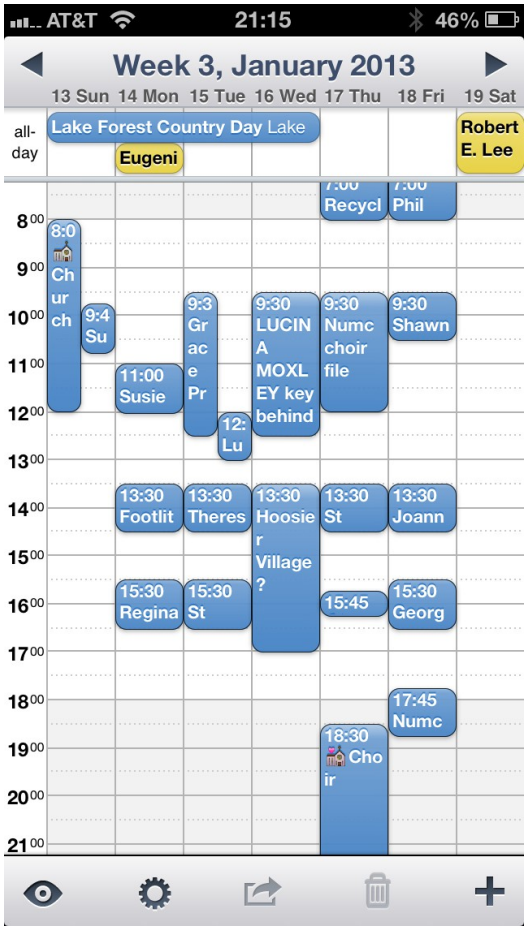


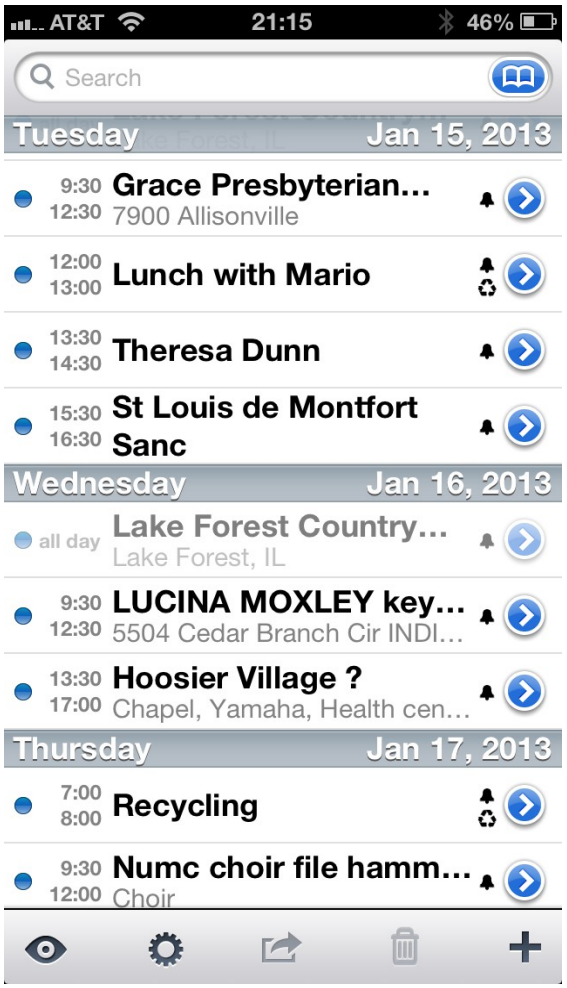
WeekCal

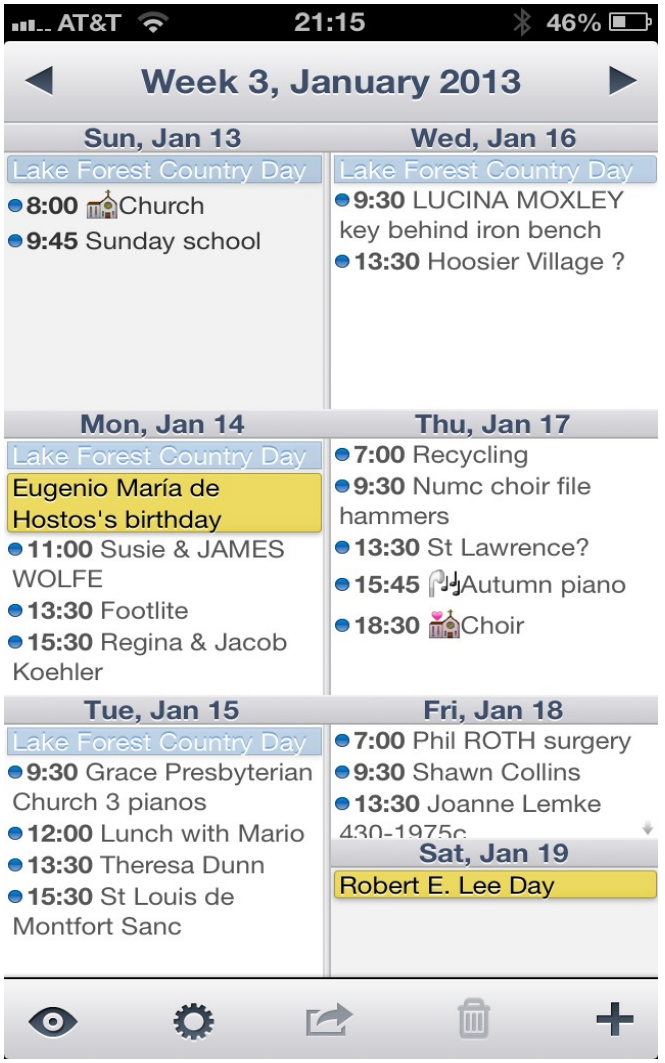
Tapping the address from the contact information opens the map. The maps app can give driving directions.



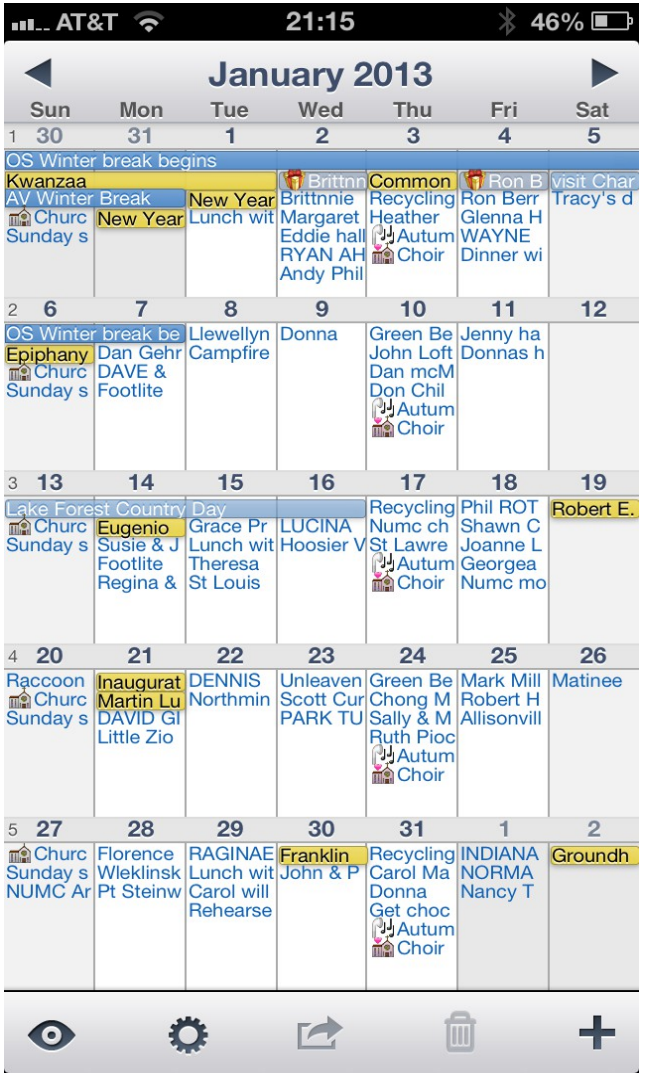
WeekCal
Different Views of the calendar

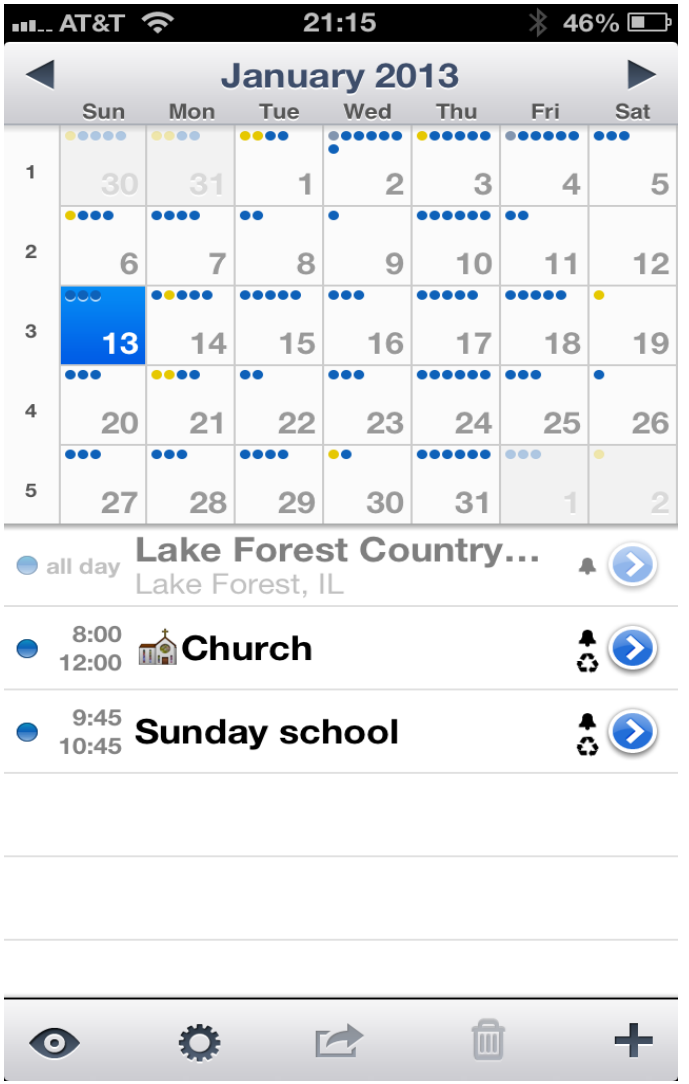




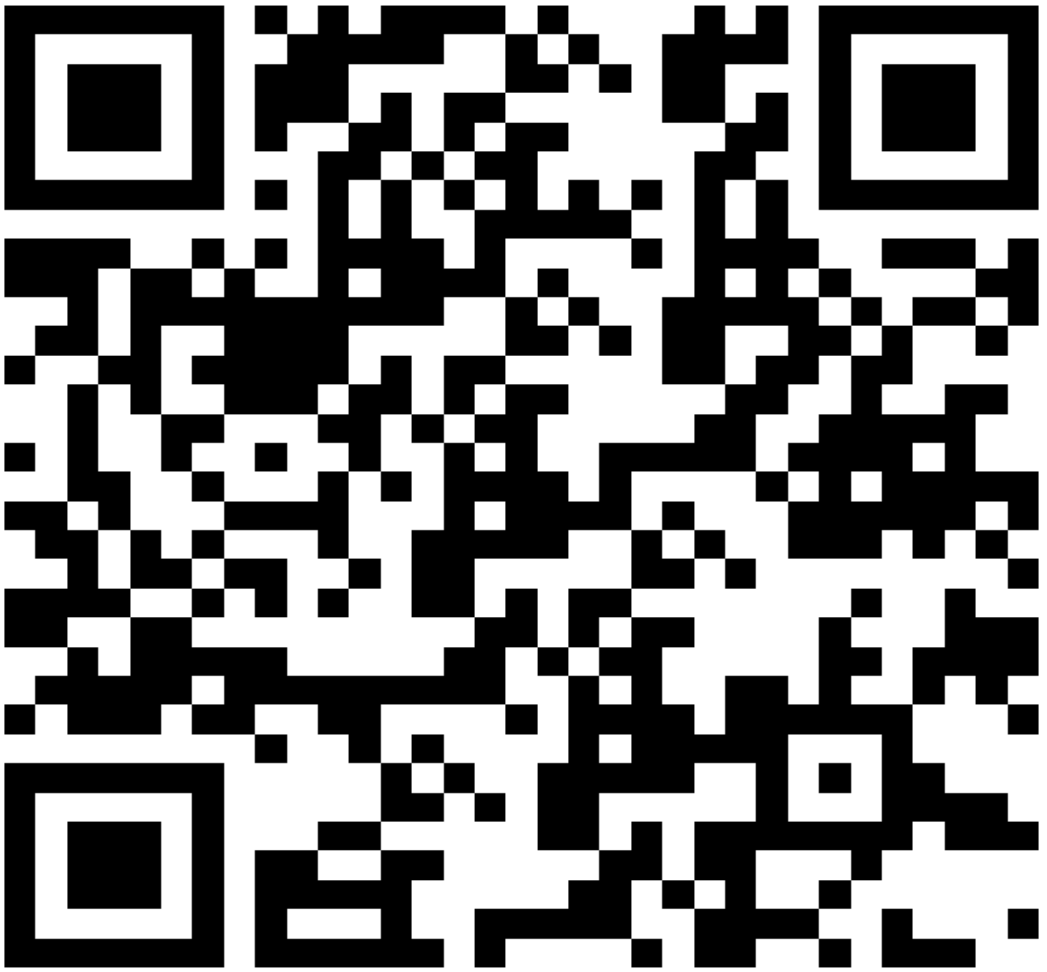


WeekCal
Monthly Views



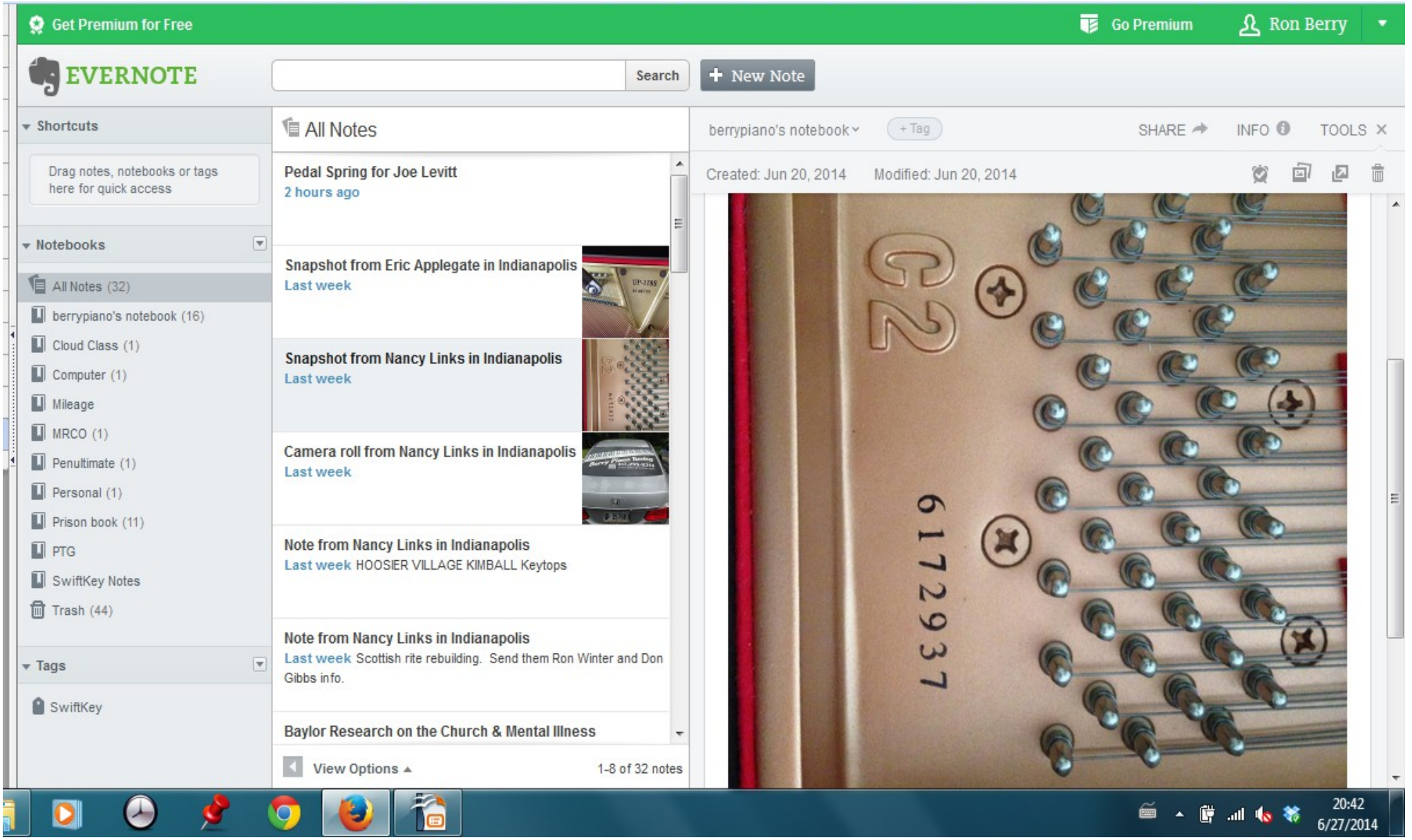


Use QR codes to give you links from printed materials



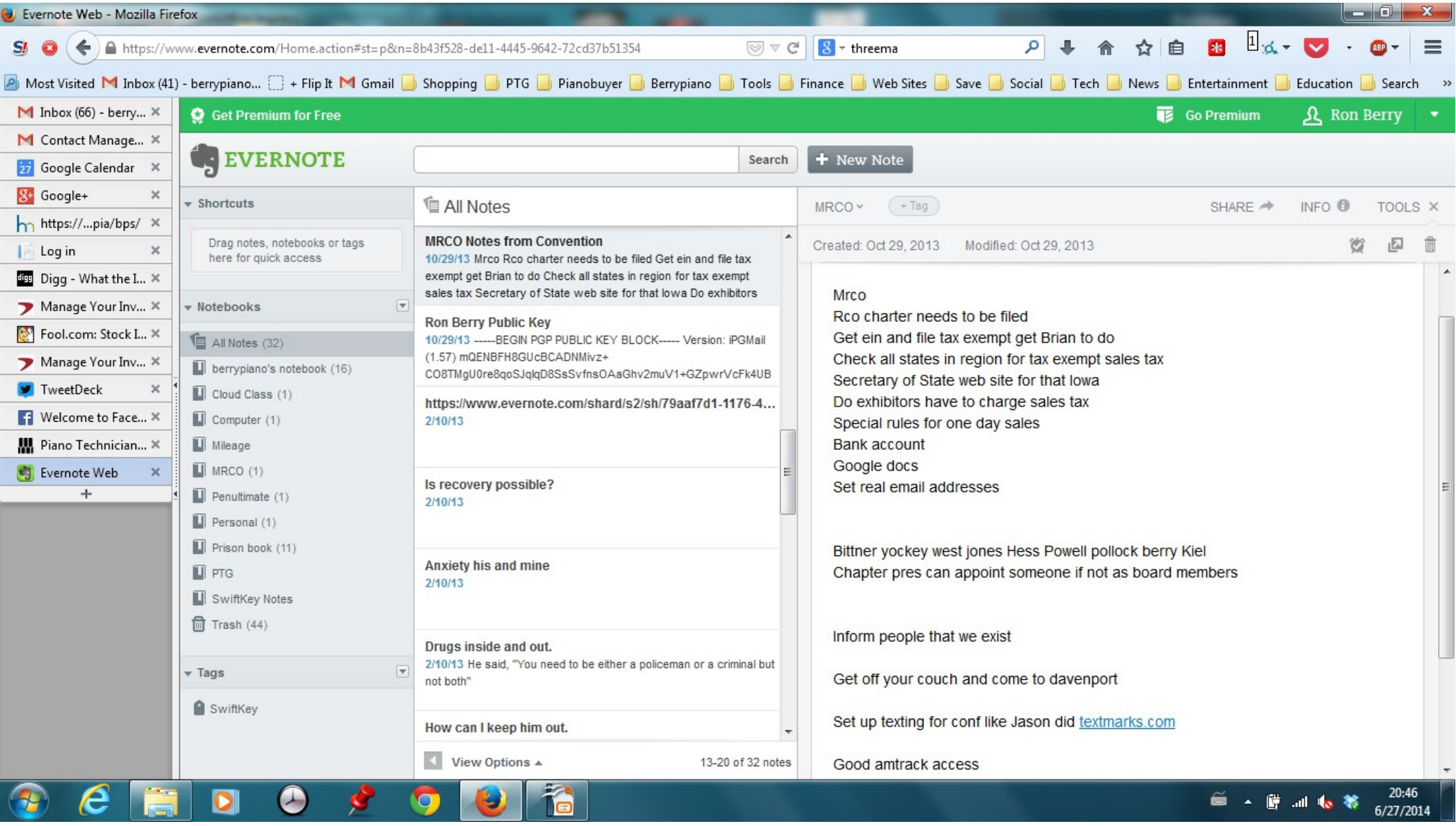
Evernote

Your To Do and Reminder list and much more. Save anything from online in one searchable place. Can set up folders to organize the information you save. Recognizes text for easy search.



Evernote

Stores text or pictures or links or web pages.



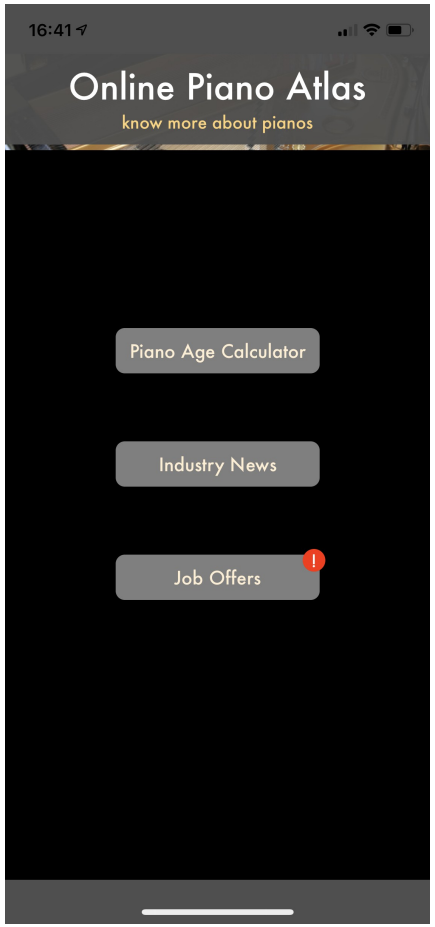
Scanner Pro

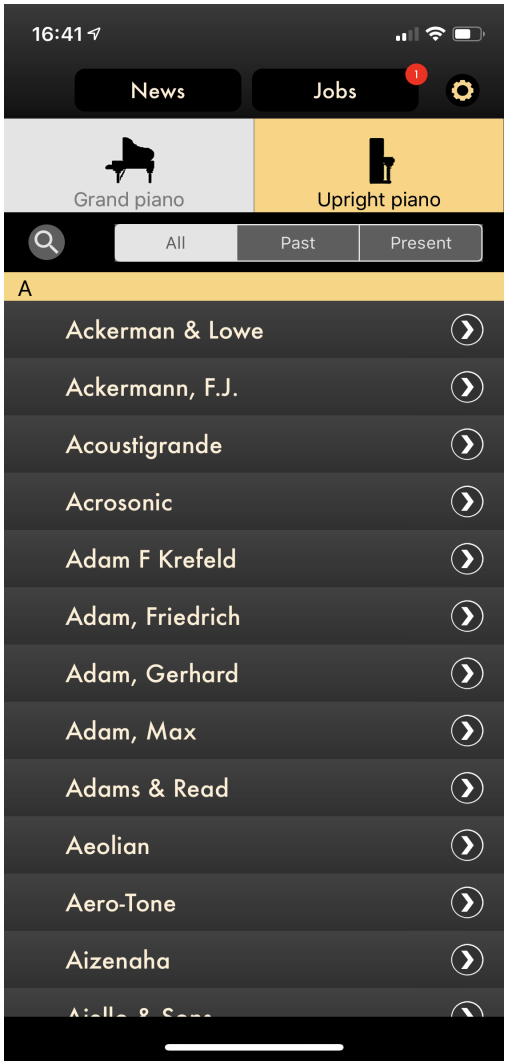
Pdf Scanner

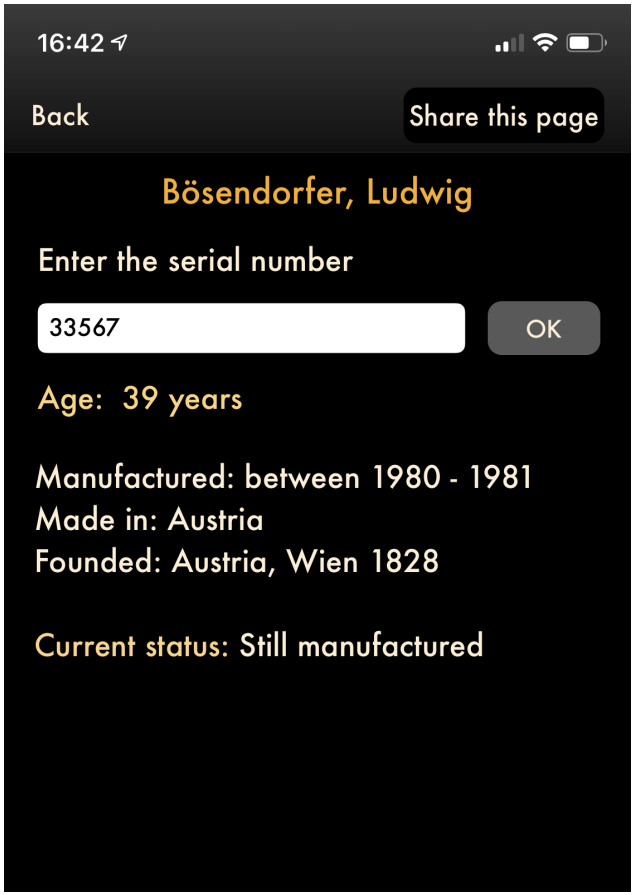
Lets you take pictures with your phone and turn documents into PDF files, even multipage. Then has a good management system for those files including automatically sending them to a Google Drive folder for permanent storage. Great for capturing receipts on the road. Reduce paper by storing a digital version of business or medical bills.

It automatically finds the frame and triggers the camera when a page is in the camera frame.

Piano Age App







Computer Security

First Rule of Security

Never click a link to download a file that you didn't ask for. If the browser says you need to load a new app to continue, make sure you need it and then go find it yourself in your app store.

Apple App Store – Apps a vetted and very unlikely to contain malware. Apple is a closed system so it limits what you get get and do. This is a good trade-off for security.

Android Apps – It is always safer to get them from the Google Play store. They have similar security to Apple. Apps loaded from random web sites have no security. You must know that you trust that site.

Set up Limited User Account

- If you are running Windows, set up a new administrator account and change your current account to a limited user.
- This can protect you from most browser based exploits.
- It requires you to enter your admin password more often, whenever you add software or do some administrator function, but the added security is worth it. Macs and Linux set you up this way by default.
- *Remember, 100% of the IE exploits, which is the main way malware gets in, were blocked during all of 2013, if you just weren't an admin user. 100% of them. And what is it, in the 90s, of like the other...Leo: It's 92% for operating system exploits, yeah.*
- Watch my video about this here.

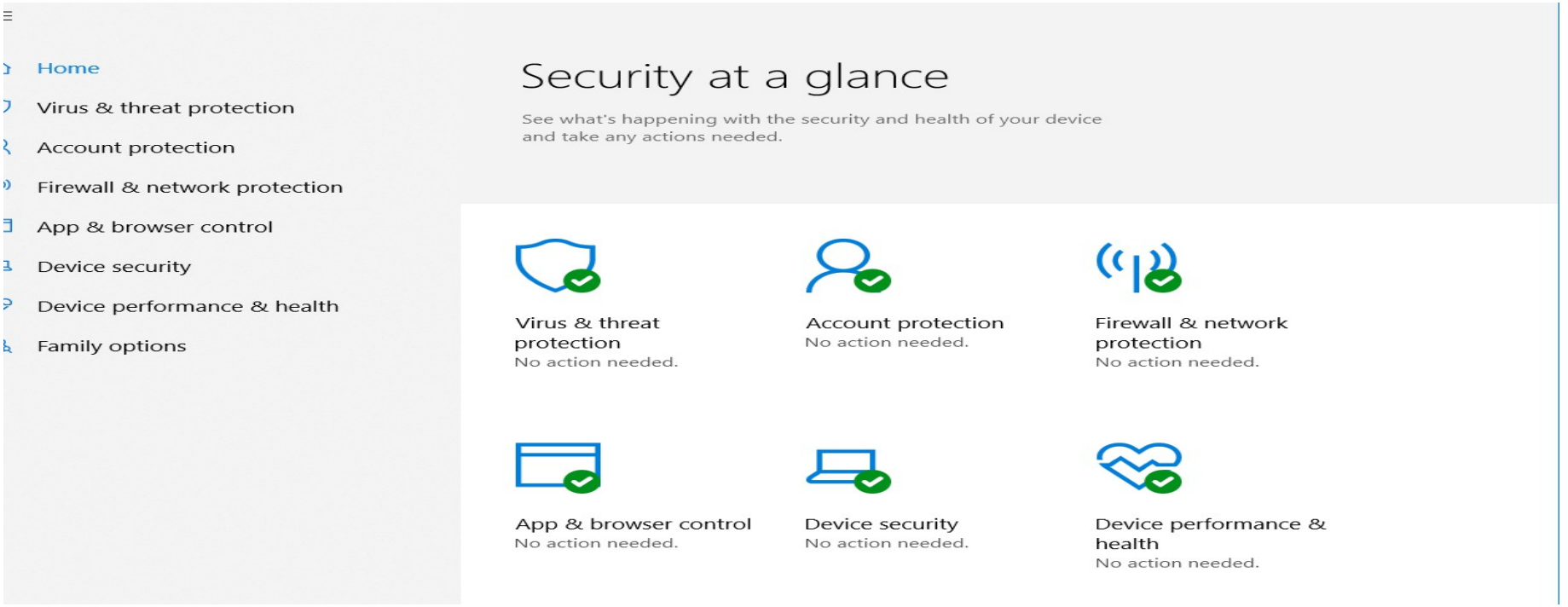
Antivirus

NOT SURE IF ANTIVIRUS IS AWESOME AT PROTECTING MY COMPUTER
OR JUST TERRIBLE AT DETECTING VIRUSES

Do I need Antivirus?

Current Security people feel that you should not use 3rd party Antivirus products. They become an irresistible target to bad guys and have to compromise the security of you computer in order to function.

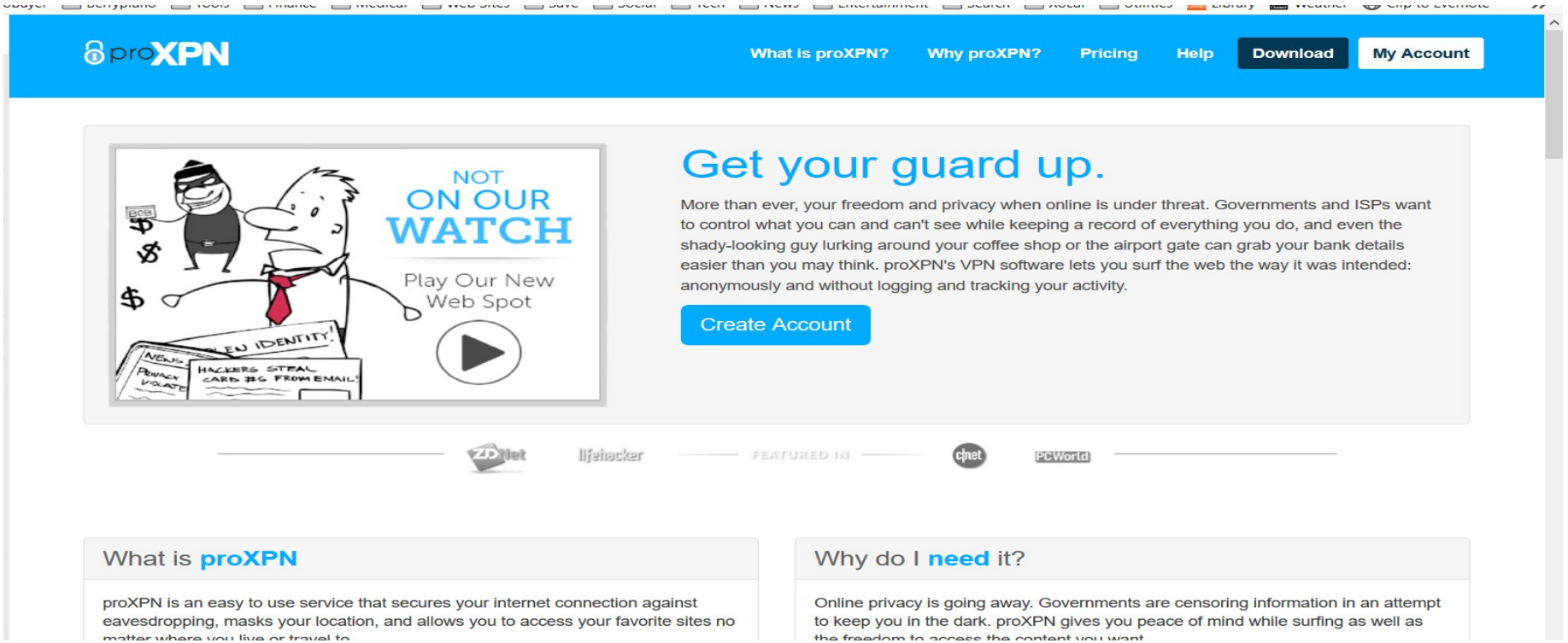
Windows has Windows Defender that is available to you. You have to trust Microsoft because you are using windows so it make sense to use security software that is part of the operating system.



ProXPN VPN service

A Virtual Private Network (VPN) is used to make your connection secure from a public WiFi place. It protects you from snoopers in the coffee shop and keeps your ISP from tracking where you go on the web.

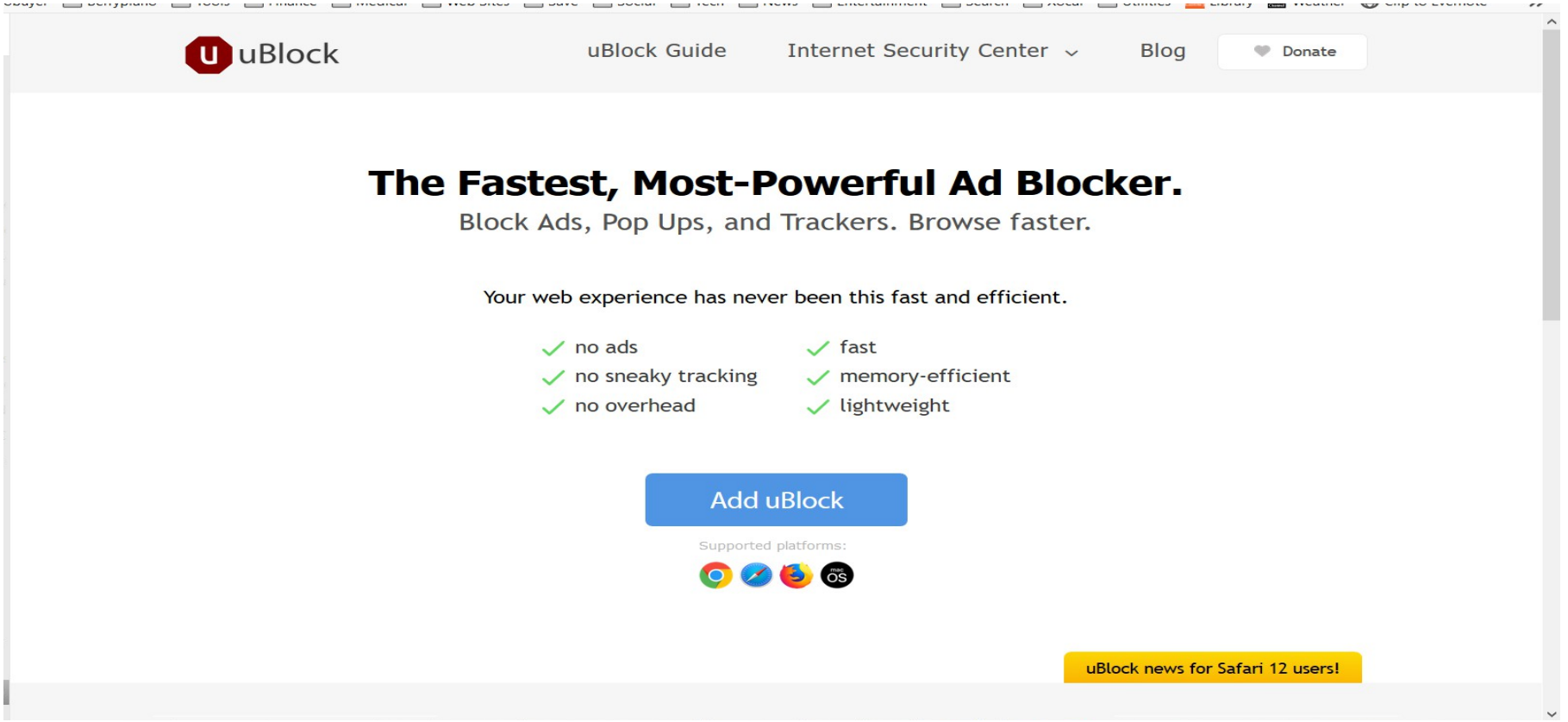
There are many VPN services. Another one that is well recommended is ExpressVPN



Ad Blocking

Ublock Origin

Very effective ad blocking. This blocks ads that come from 3rd party sites, by only allowing stuff from the same site as you are visiting. This is easy to turn off on a site by site basis if you need to. Some sites survive by ad revenue so you can choose to see their ads and help them. This has add-ons for all browsers.

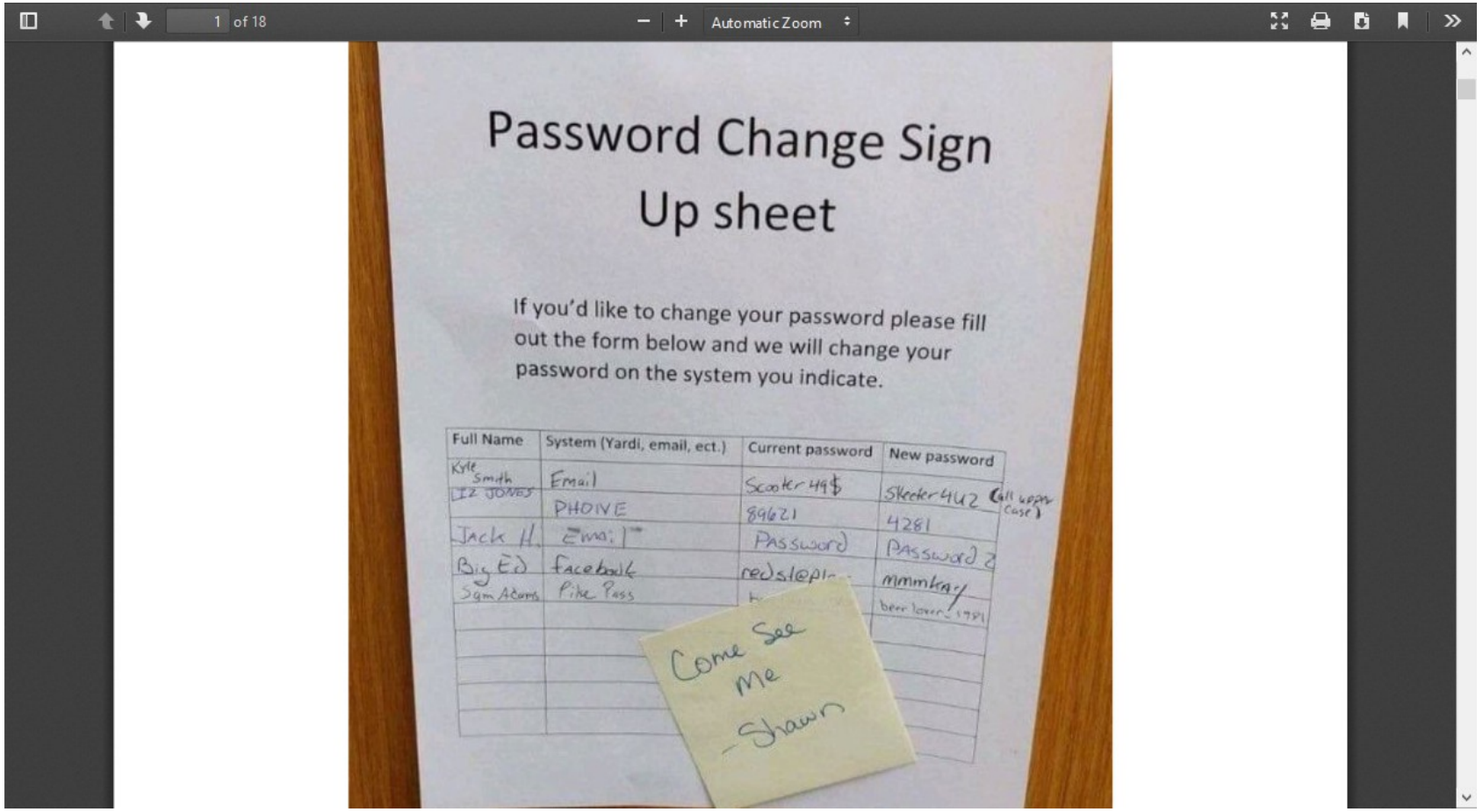


MY PASSWORD
IS THE LAST
8 DIGITS
OF π

Managing Password

Ellen DeGeneres has this 3 minute video to show her “Password Minder” solution to this problem. This adds humor but gets to the root of the issue.

How to help others manage passwords



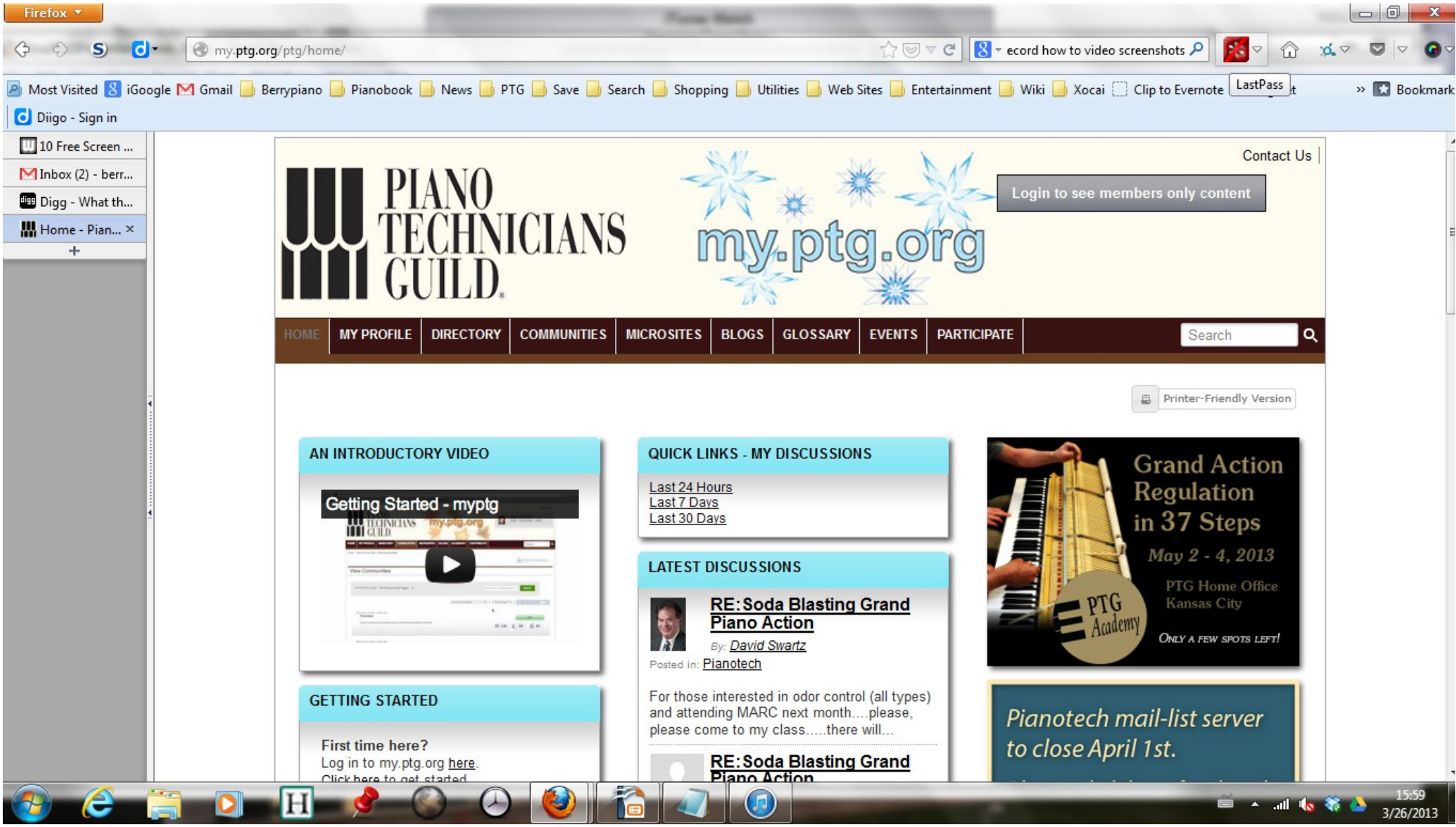
Last Pass – simplify your passwords

LastPass.com

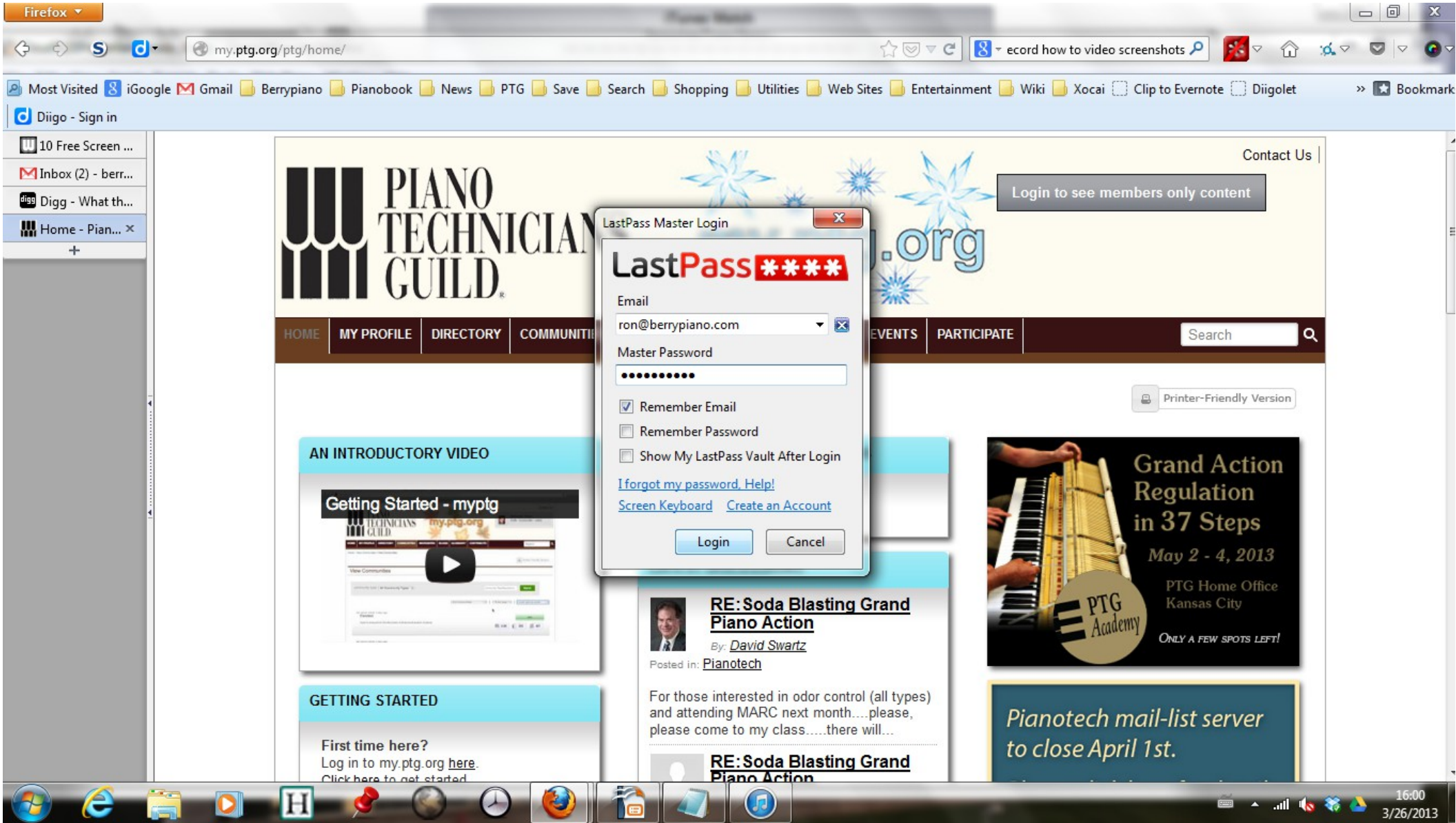
Last Pass

- A Password management system
- Remember one good password and let Last Pass do the rest
- Stores passwords securely in the cloud so all your devices can access the password vault
- Generates secure passwords for you
- Logs you in to your sites in the browser on your computer
- Stores Secure Notes like credit card numbers
- Can access information from your smart phone
- Noisy at first as it check the security of your passwords then get quieter as you use it.

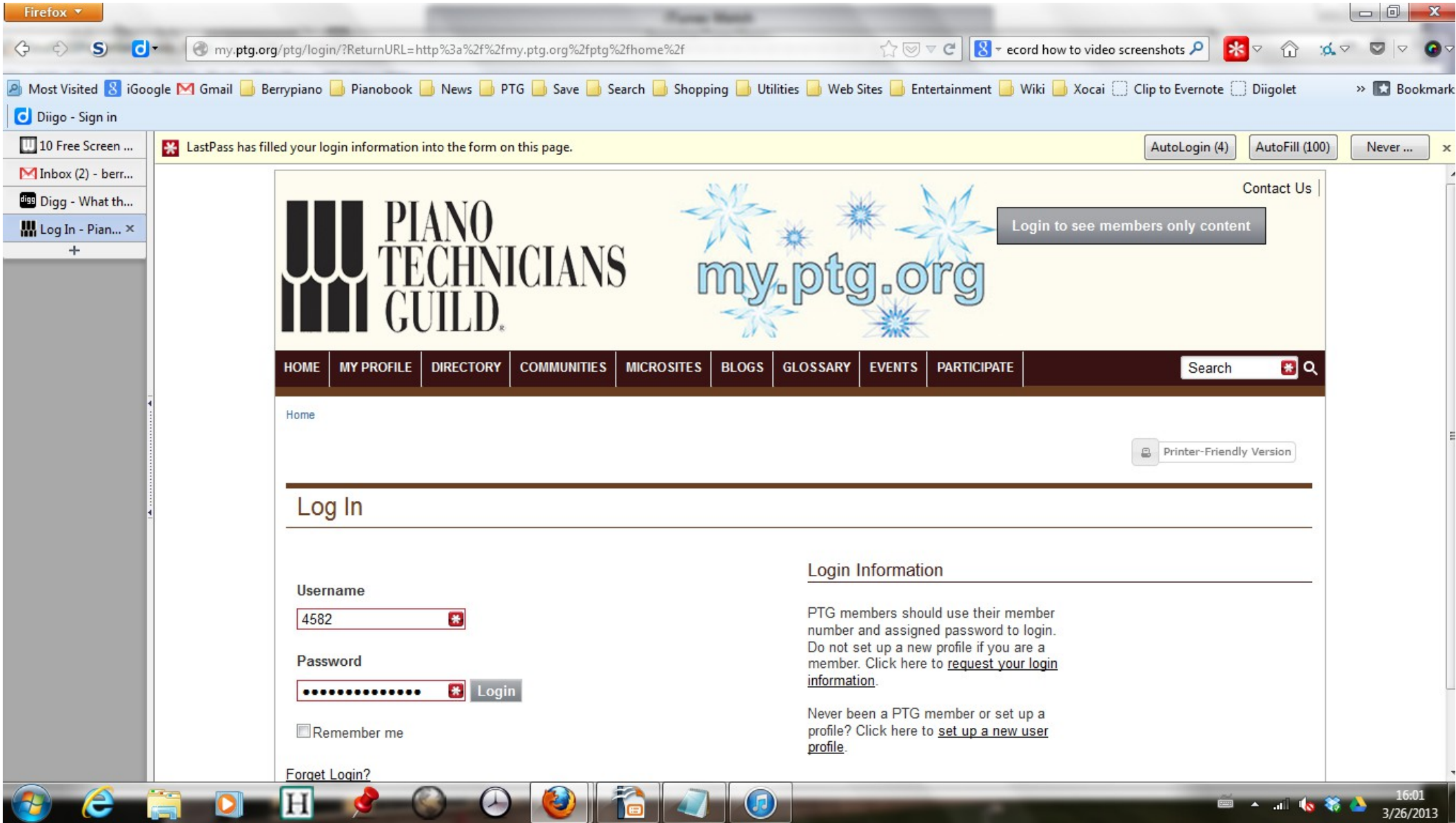
Last Pass not logged in



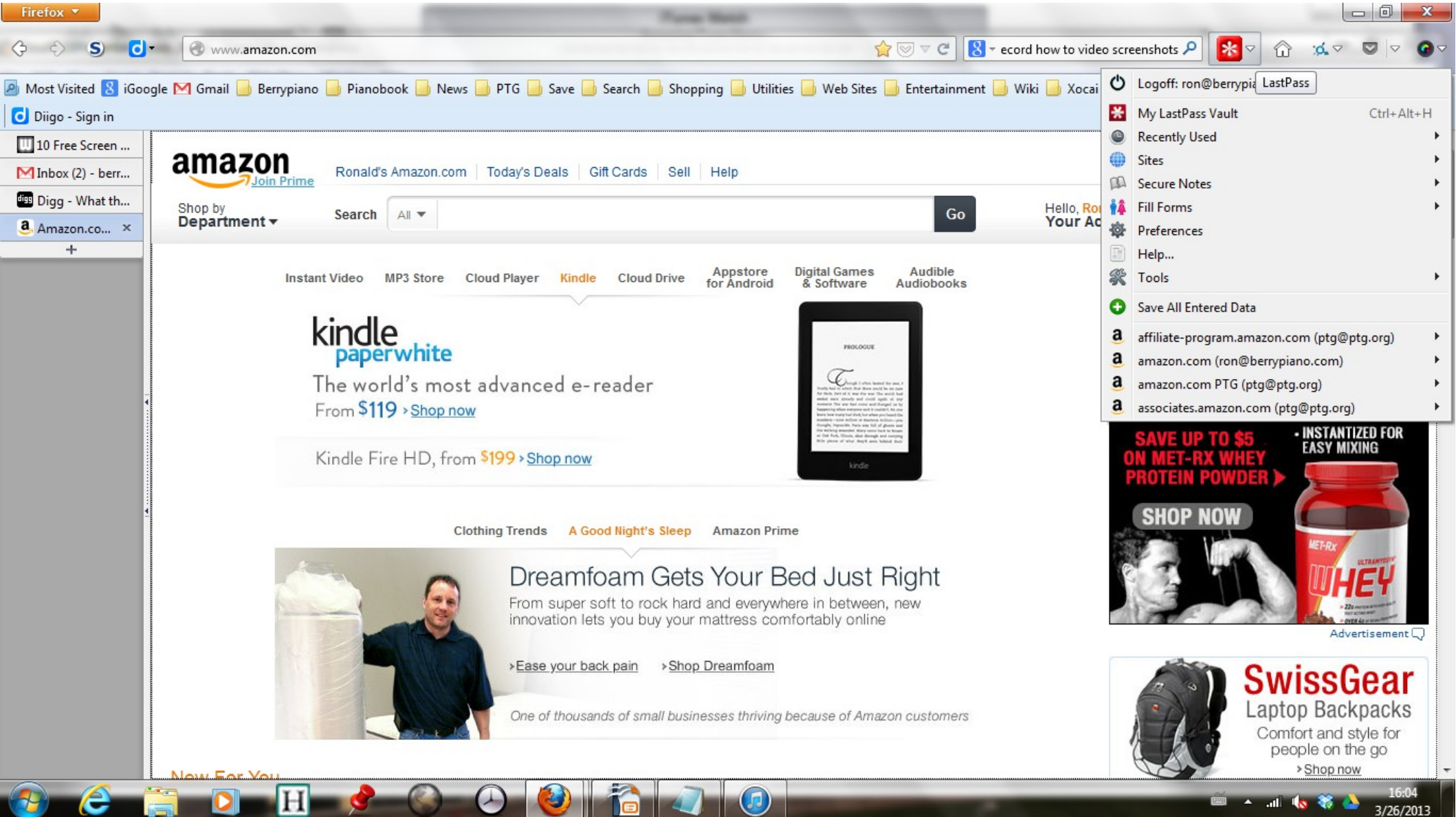
Last Pass logging in



Last Pass fills in login information

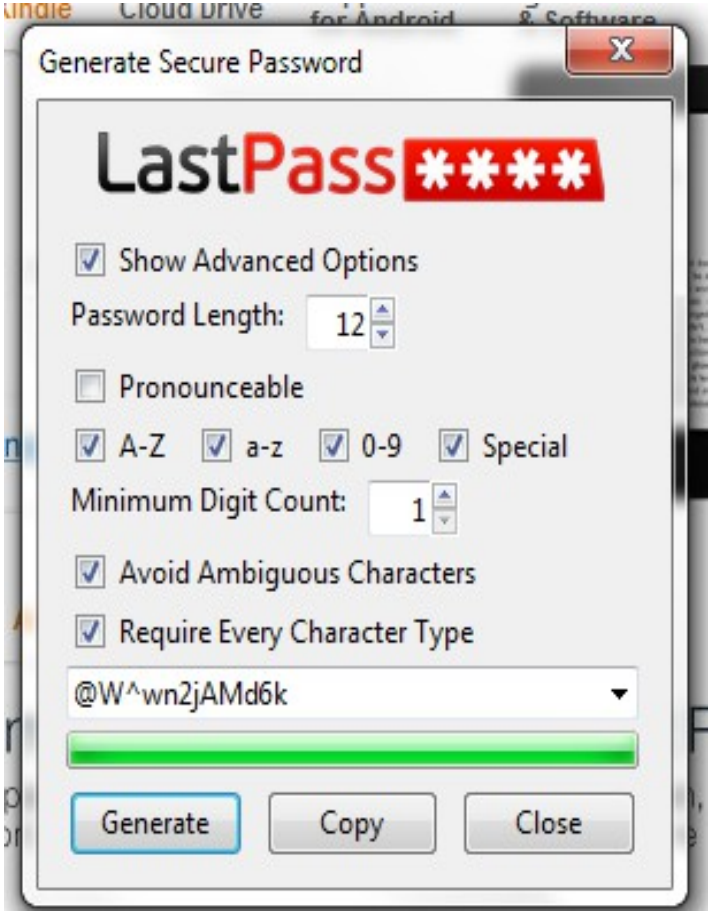


Last Pass
can log in multiple accounts



Generate Secure Passwords Last Pass will remember them for you

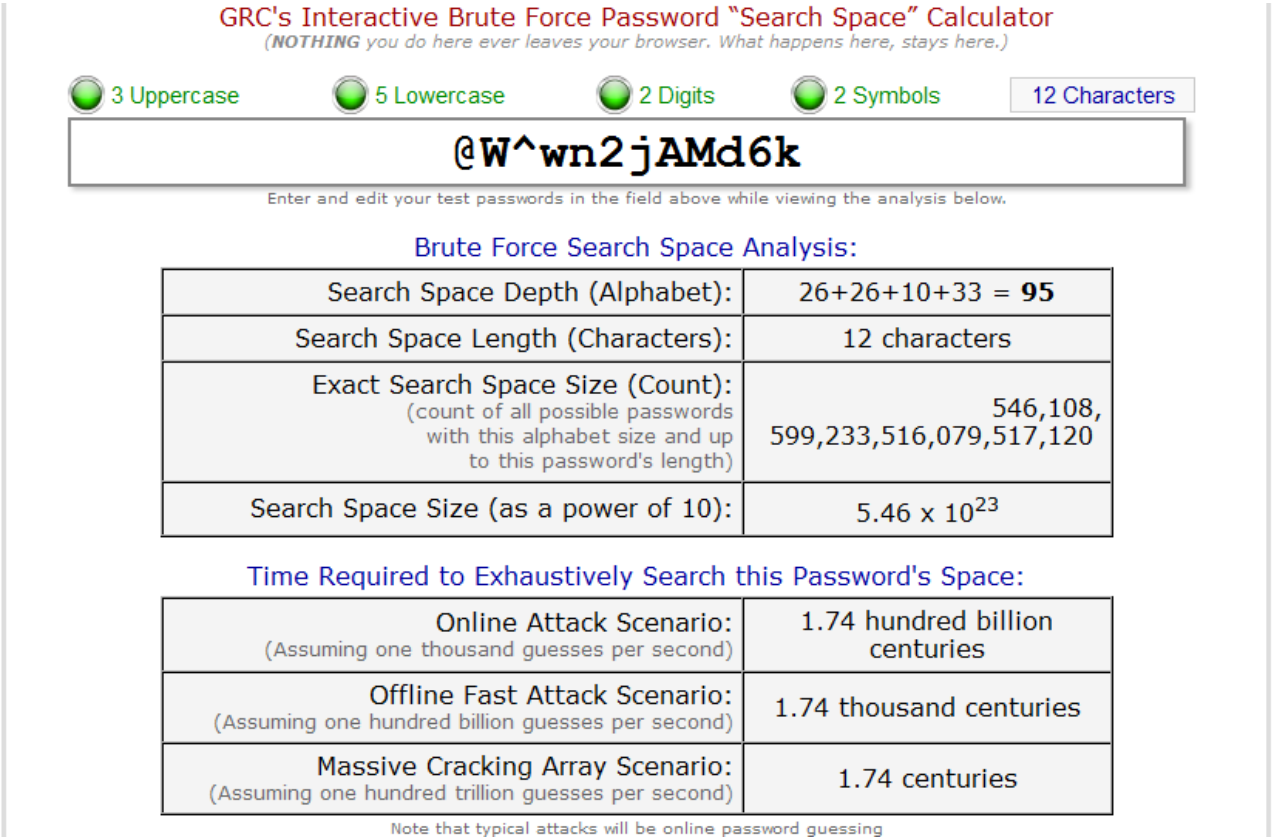
Advanced options let you create very secure passwords by including upper case, lower case, numbers and special characters.



Generated password is uncrackable

This page to test passwords is

https://www.grc.com/haystack.htm



GRC's Interactive Brute Force Password "Search Space" Calculator

*(**NOTHING** you do here ever leaves your browser. What happens here, stays here.)*

3 Uppercase | 5 Lowercase | 2 Digits | 2 Symbols | 12 Characters

@W^wn2jAMd6k

Enter and edit your test passwords in the field above while viewing the analysis below.

Brute Force Search Space Analysis:

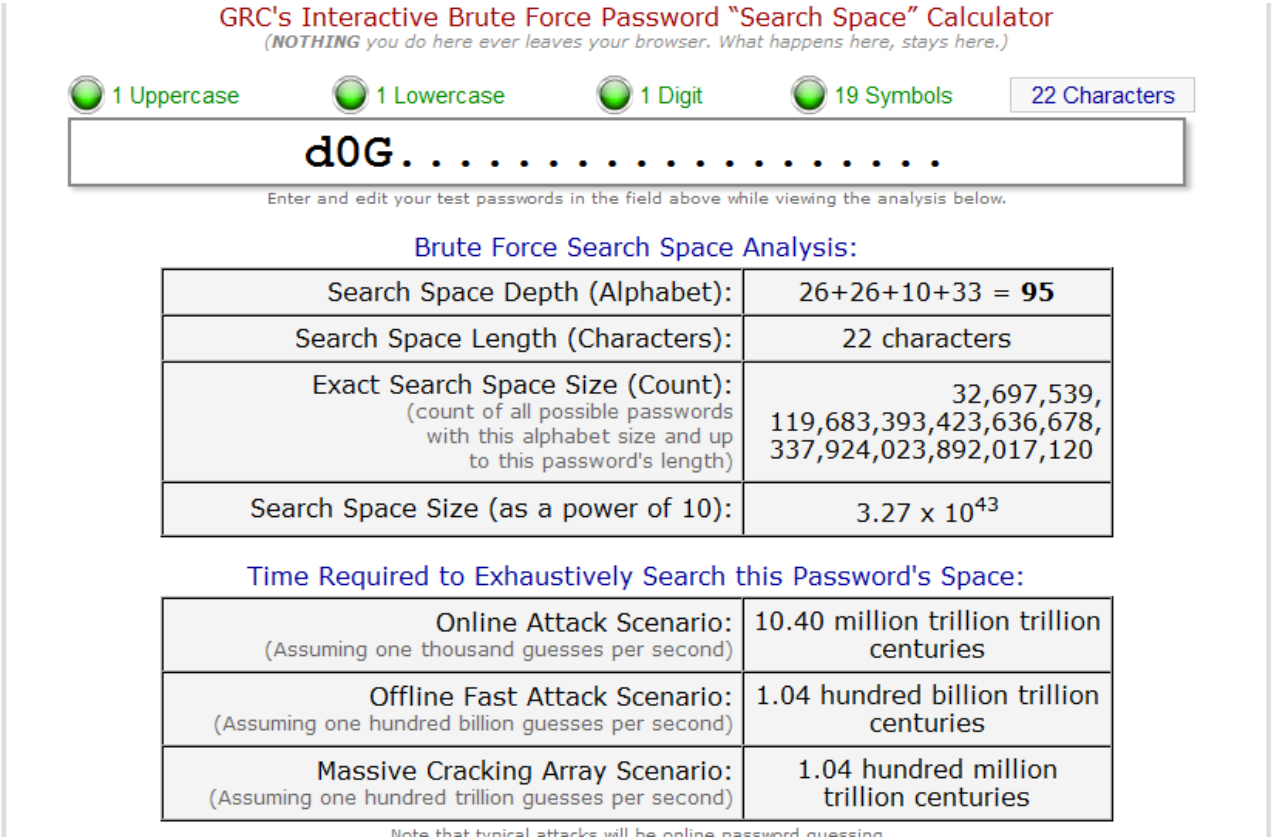
Search Space Depth (Alphabet):	26+26+10+33 = **95**
Search Space Length (Characters):	12 characters
Exact Search Space Size (Count): (count of all possible passwords with this alphabet size and up to this password's length)	546,108, 599,233,516,079,517,120
Search Space Size (as a power of 10):	5.46×10^{23}

Time Required to Exhaustively Search this Password's Space:

Online Attack Scenario: (Assuming one thousand guesses per second)	1.74 hundred billion centuries
Offline Fast Attack Scenario: (Assuming one hundred billion guesses per second)	1.74 thousand centuries
Massive Cracking Array Scenario: (Assuming one hundred trillion guesses per second)	1.74 centuries

Note that typical attacks will be online password guessing

Pad passwords with characters to make them memorable but strong



GRC's Interactive Brute Force Password "Search Space" Calculator

*(**NOTHING** you do here ever leaves your browser. What happens here, stays here.)*

1 Uppercase | 1 Lowercase | 1 Digit | 19 Symbols | 22 Characters

d0G.....

Enter and edit your test passwords in the field above while viewing the analysis below.

Brute Force Search Space Analysis:

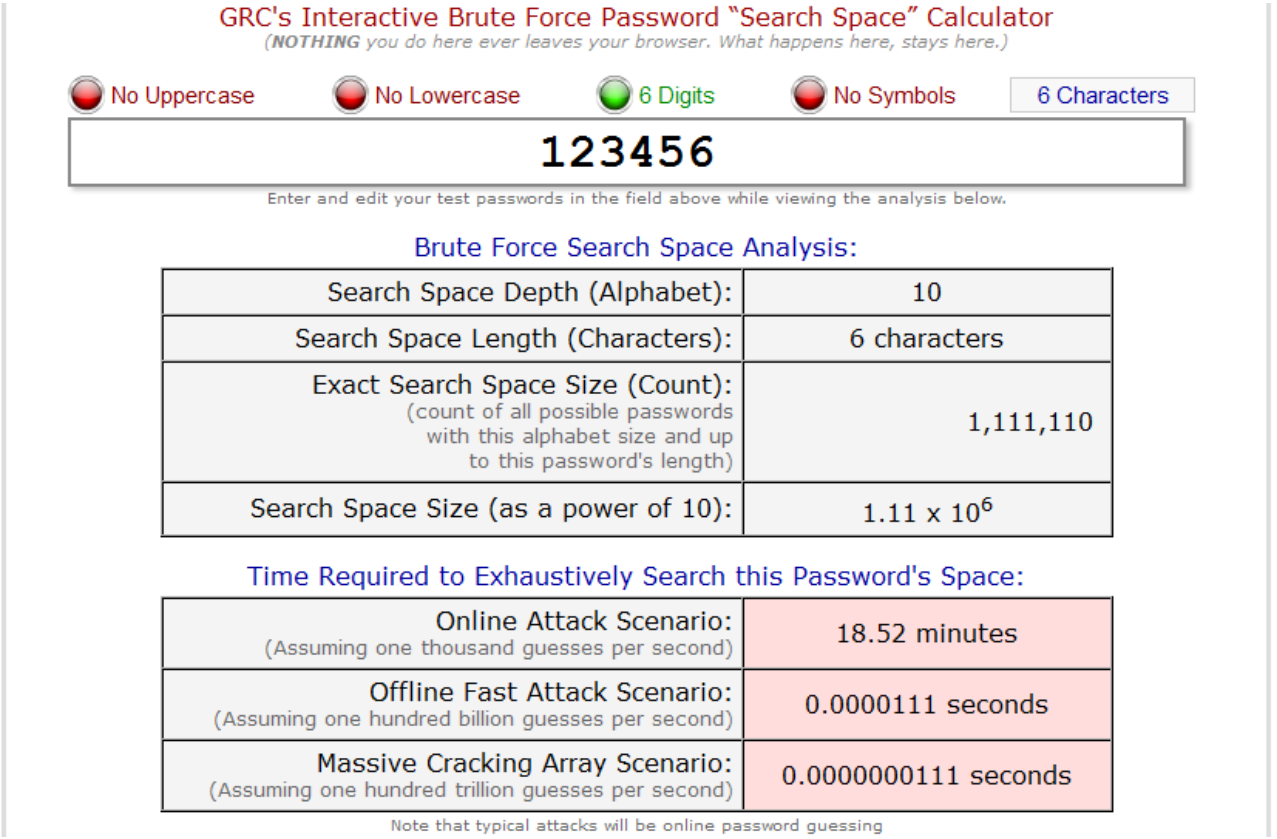
Search Space Depth (Alphabet):	26+26+10+33 = **95**
Search Space Length (Characters):	22 characters
Exact Search Space Size (Count): (count of all possible passwords with this alphabet size and up to this password's length)	32,697,539, 119,683,393,423,636,678, 337,924,023,892,017,120
Search Space Size (as a power of 10):	3.27×10^{43}

Time Required to Exhaustively Search this Password's Space:

Online Attack Scenario: (Assuming one thousand guesses per second)	10.40 million trillion trillion centuries
Offline Fast Attack Scenario: (Assuming one hundred billion guesses per second)	1.04 hundred billion trillion centuries
Massive Cracking Array Scenario: (Assuming one hundred trillion guesses per second)	1.04 hundred million trillion centuries

Note that typical attacks will be online password guessing

Common password is unsafe



GRC's Interactive Brute Force Password "Search Space" Calculator

*(**NOTHING** you do here ever leaves your browser. What happens here, stays here.)*

No Uppercase | No Lowercase | 6 Digits | No Symbols | 6 Characters

123456

Enter and edit your test passwords in the field above while viewing the analysis below.

Brute Force Search Space Analysis:

Search Space Depth (Alphabet):	10
Search Space Length (Characters):	6 characters
Exact Search Space Size (Count): (count of all possible passwords with this alphabet size and up to this password's length)	1,111,110
Search Space Size (as a power of 10):	1.11×10^6

Time Required to Exhaustively Search this Password's Space:

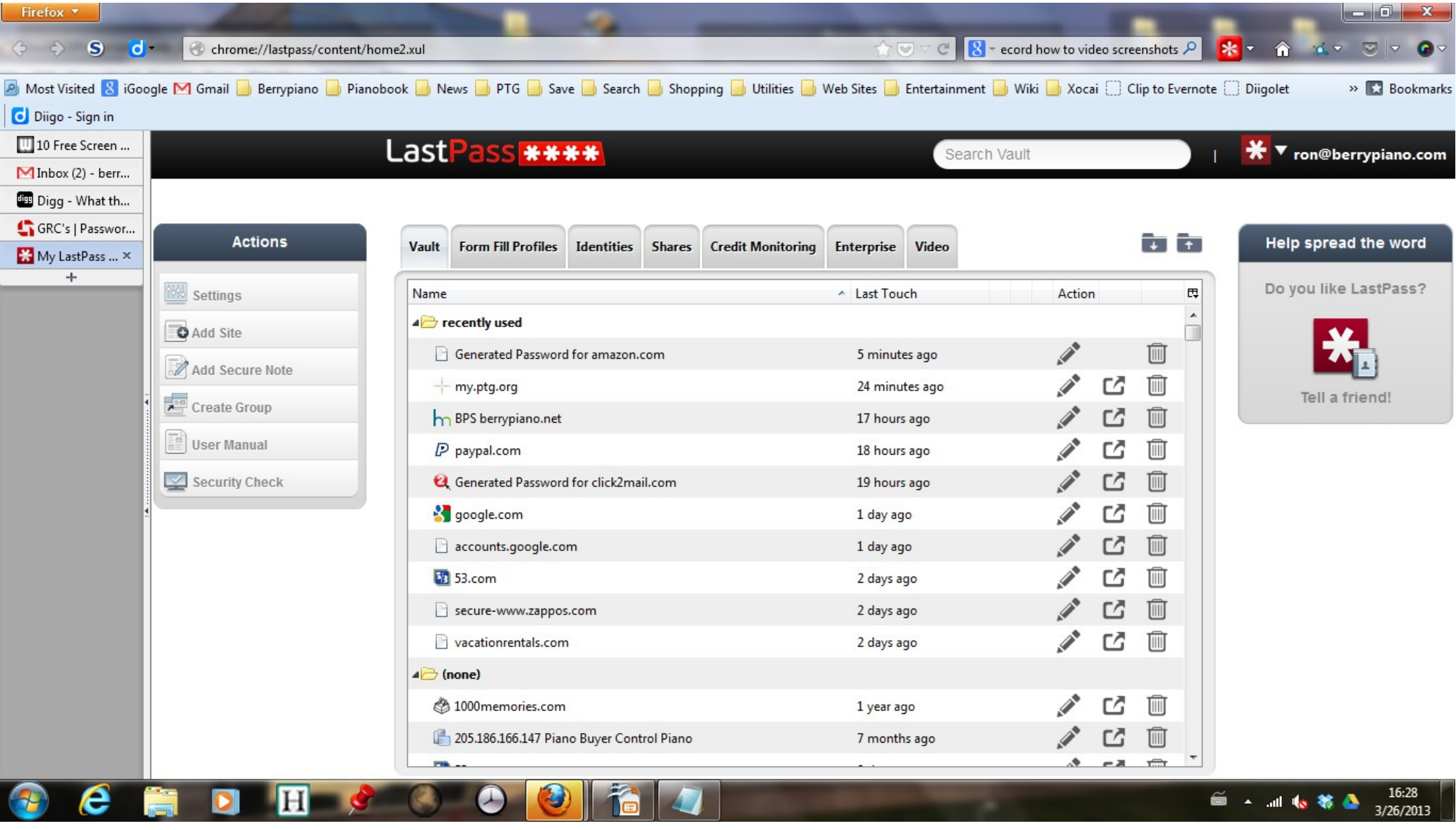
Online Attack Scenario: (Assuming one thousand guesses per second)	18.52 minutes
Offline Fast Attack Scenario: (Assuming one hundred billion guesses per second)	0.0000111 seconds
Massive Cracking Array Scenario: (Assuming one hundred trillion guesses per second)	0.0000000111 seconds

Note that typical attacks will be online password guessing

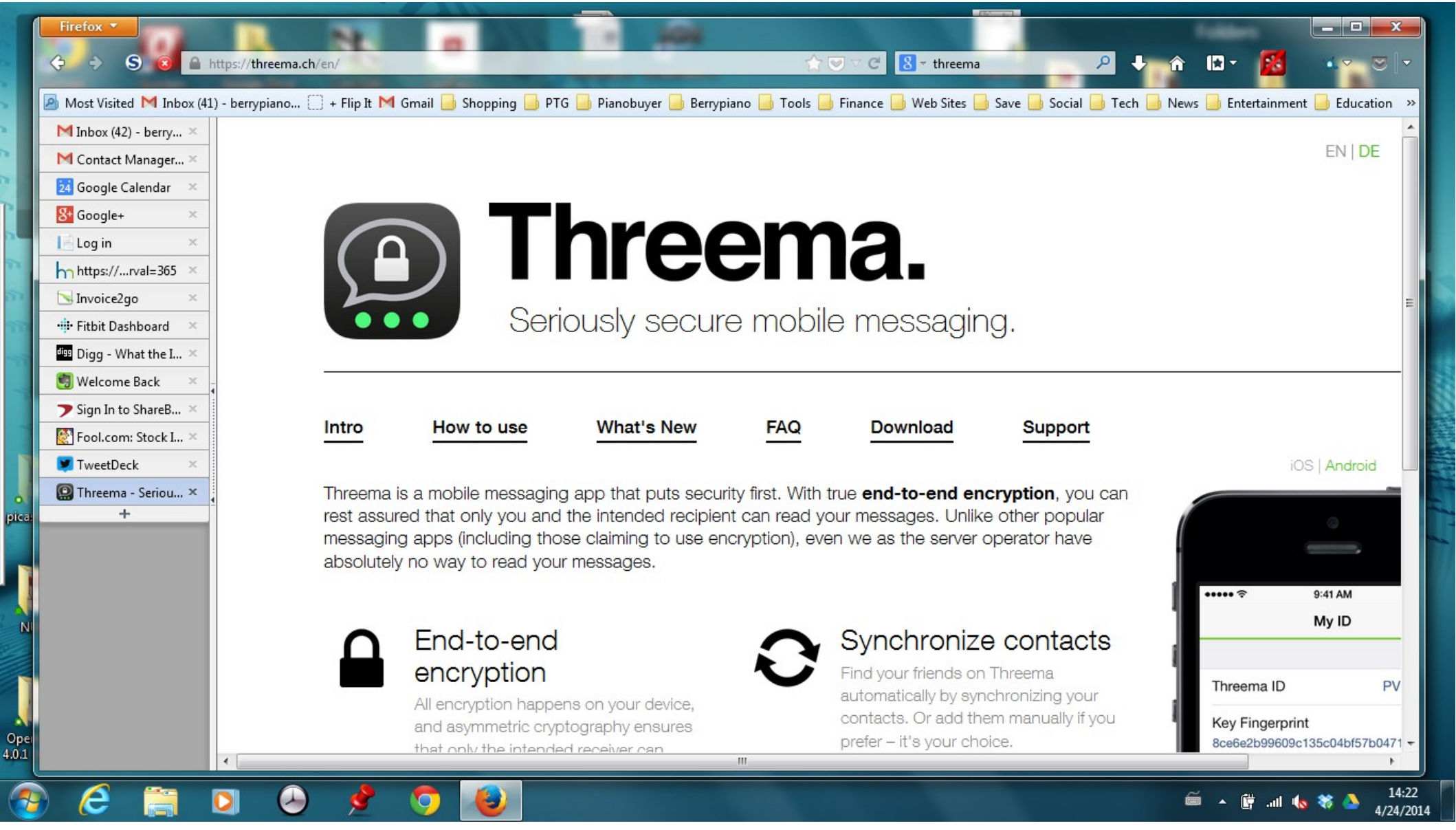
Top 25 most common passwords

1	123456
2	password
3	12345678
4	qwerty
5	abc123
6	123456789
7	111111
8	1234567
9	iloveyou
10	adobe123
11	123123
12	admin
13	1234567890
14	letmein
15	photoshop
16	1234
17	monkey
18	shadow
19	sunshine
20	12345
21	password1
22	princess
23	azerty
24	trustno1
25	000000

Last Pass vault
Access to all your passwords



Threema Secure Texting

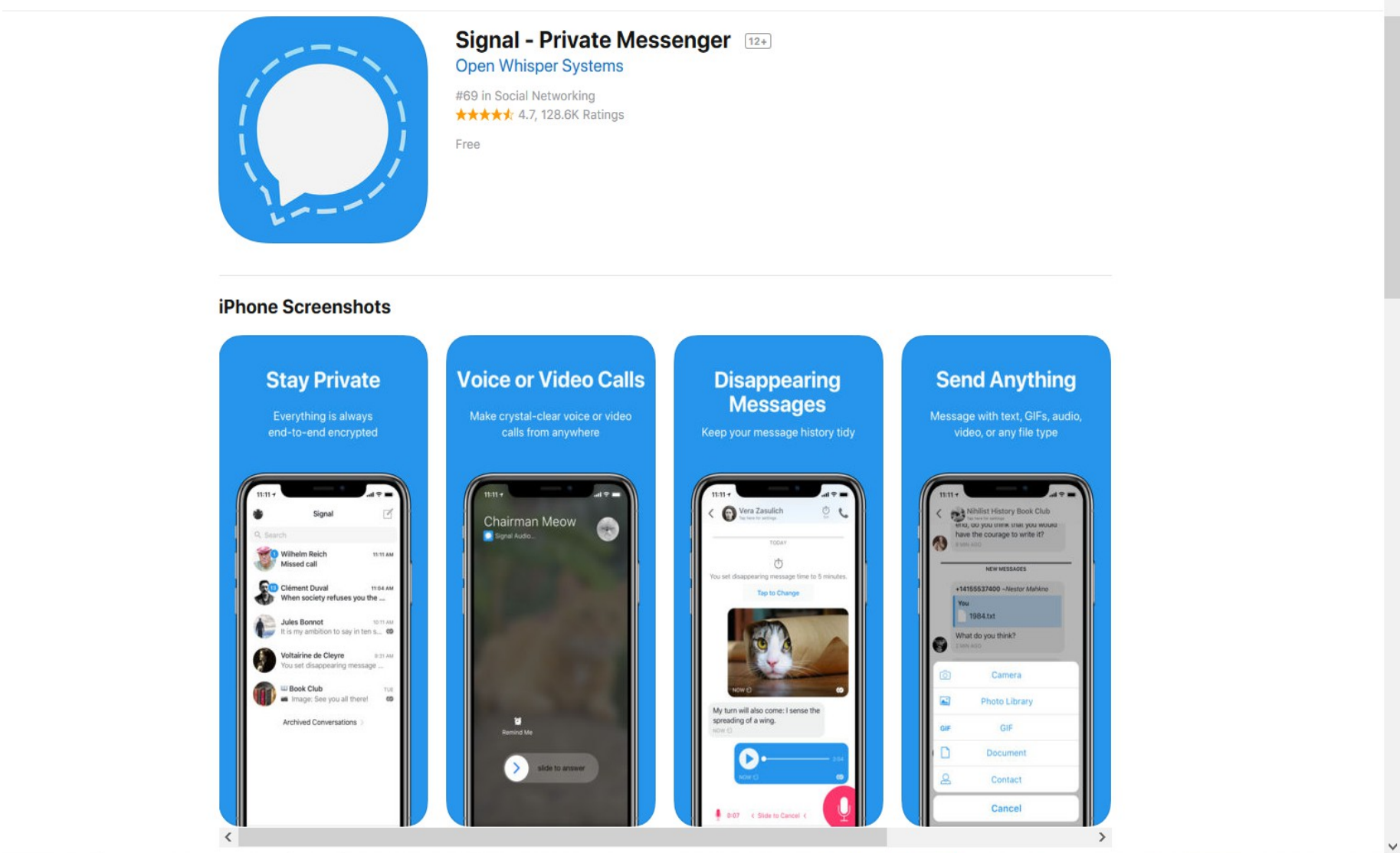


Threema

- A Text messaging app that give you total end to end encryption of your messages
- For most security you hold phones facing each other to get encryption keys with a QR code.
- Even the Threema people can't unencrypt your messages.

Signal

Secure messaging made easy

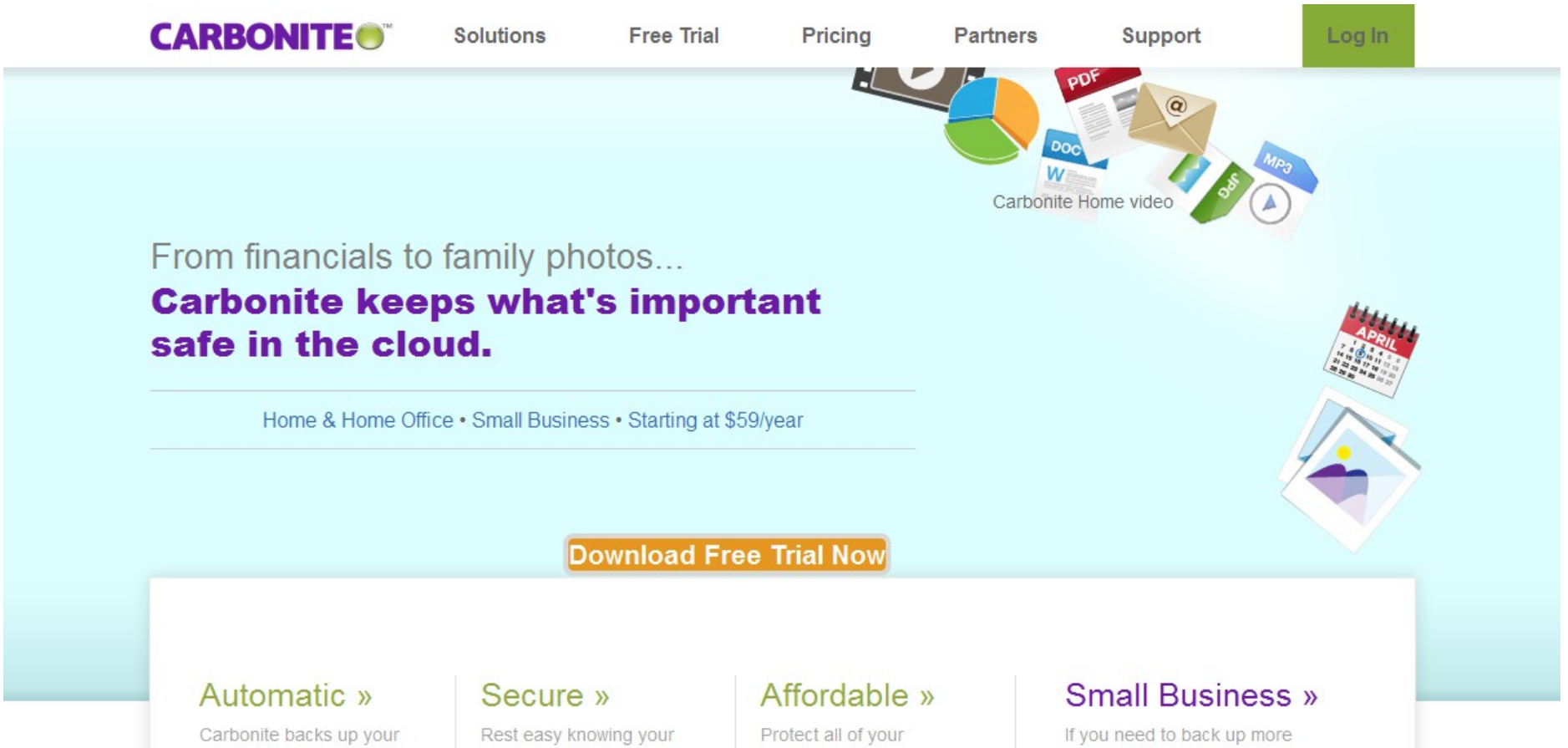


Backup

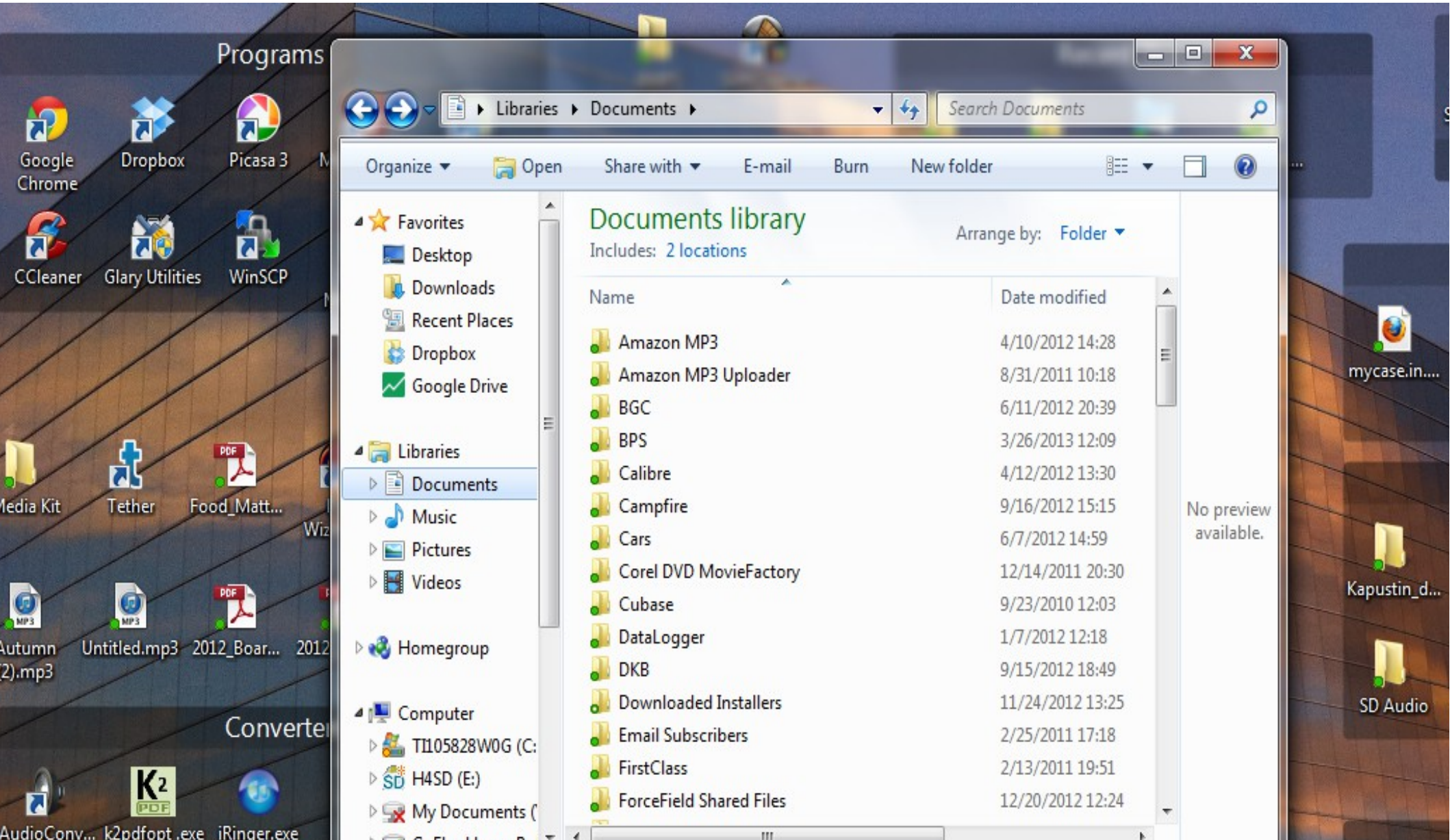
- You should have 3 copies of any important file
- The original, one copy on an external drive, one copy in the cloud in case your house burns down. You can set up a NAS (Network attached storage) drive on your router that all the computers in your office can access This can be your first level of backup
- **BACKUP SHOULD BE AUTOMATIC so you don't have to remember to do it.**
- You don't need to back up Windows and your program files, just the files that you create (Documents and settings)

Backup starting at $6/mo.

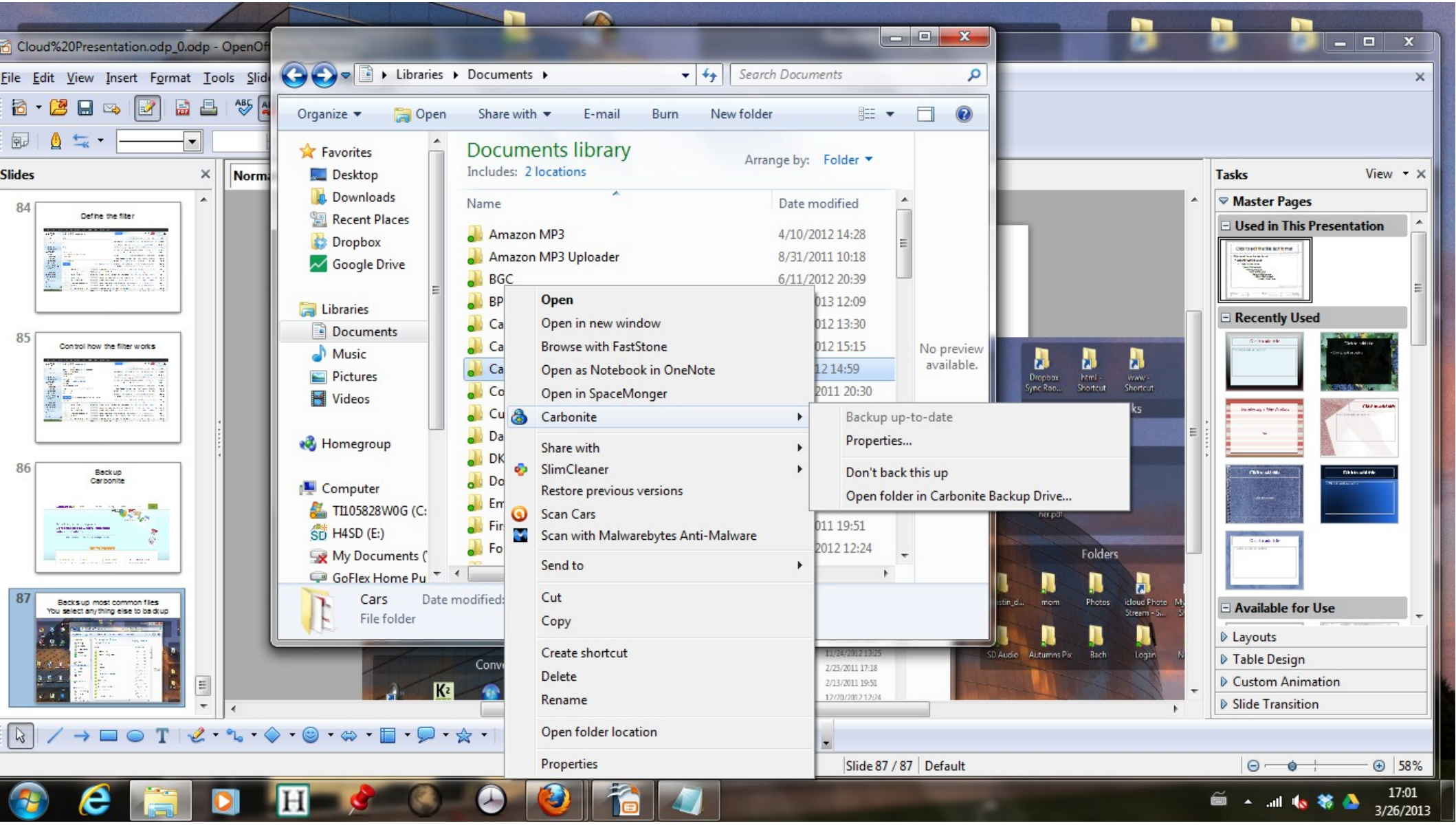
Carbonite



Backs up most common files
You select anything else to backup

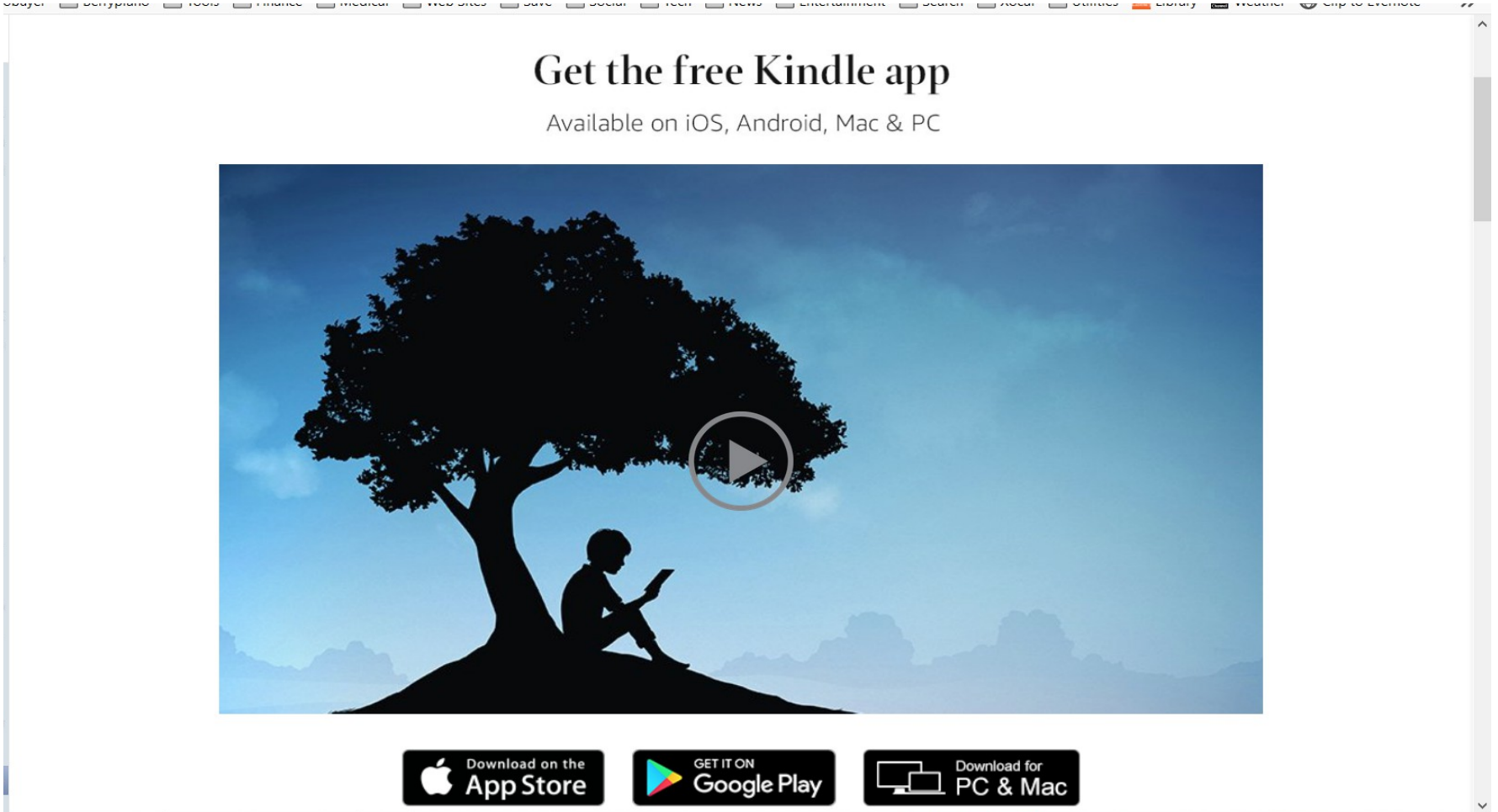


Right click any file to get carbonite menu

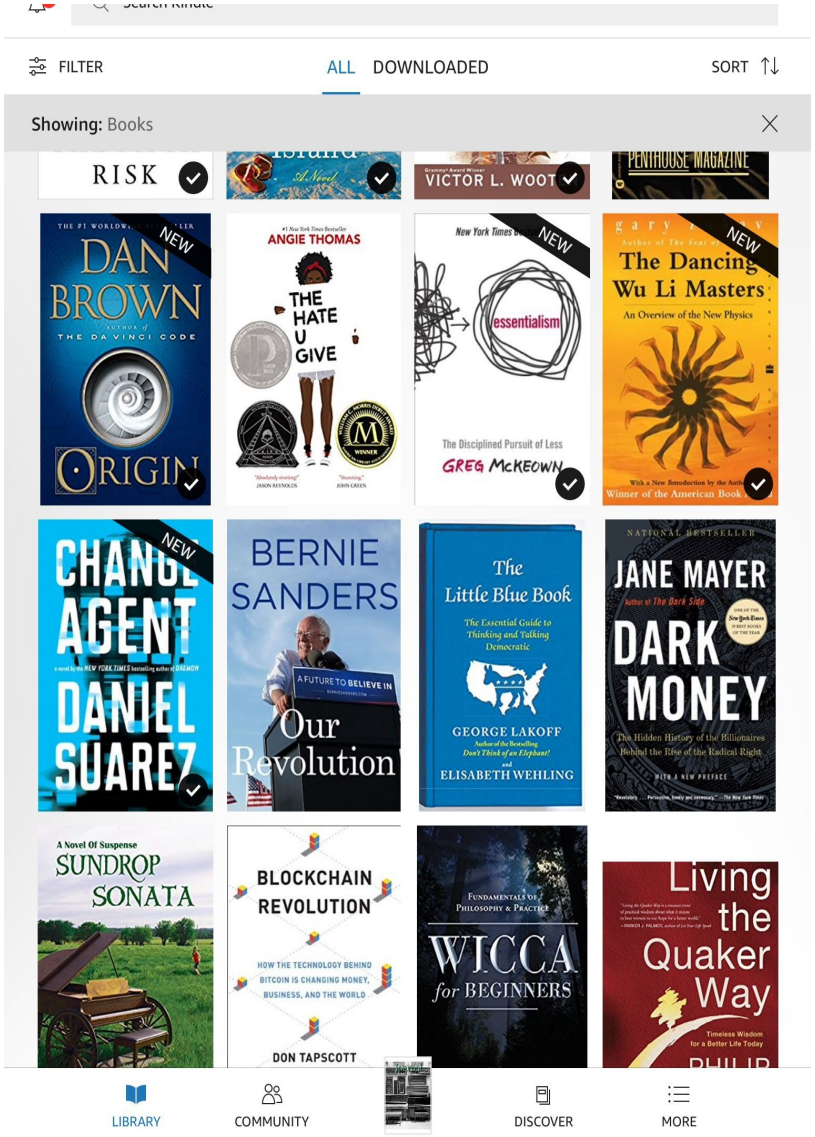


Kindle App for iPad

Read your books on your iPad. I download the PT Journal files from myptg and read them on the iPad. The entire Amazon library is available in Kindle format.



Kindle App



PIANO TECHNICIANS GUILD

BOARD OF DIRECTORS

President
Phil Bondi, RPT
787 Overiver Dr, N Fort Myers FL 33903
239-949-3688
pres@ptg.org

Vice President
Paul Brown, RPT
Suite 1002-2050, Nelson Street
Vancouver BC V6G 1N6 Canada
604-324-7013
vp@ptg.org

Secretary-Treasurer
Paul Adams, RPT
972 Rt 521, Newton NJ 07860
800-280-6778
sec@ptg.org

Northeast Regional Vice President
Marc Poulin, RPT
70 Valley View Cir, Barre VT 05641
802-279-0551
nervp@ptg.org

Southeast Regional Vice President
George W.R. "Bill" Davis, RPT
2315 Rocky Mountain Rd NE
Marietta GA 30066
770-778-6881
servp@ptg.org

South Central Regional Vice President
Mike Ello, RPT
1802 Copperwood Ln, Richmond TX 77406
281-633-0622
scrvp@ptg.org

Central East Regional Vice President
Larry Messerly, RPT
3246 Cliffside Dr, La Crosse WI 54601
928-899-7292
cervp@ptg.org

Central West Regional Vice President
Malinda Powell, RPT
10060 Ponds Way, Elko MN 55020
651-454-9277
cwrvp@ptg.org

Western Regional Vice President
Mark Purney, RPT
3145 N 76th Way, Mesa AZ 85207
480-773-3082
wrvp@ptg.org

Pacific Northwest Regional Vice President
Jeff Hickey, RPT
2235 Broadway Ave, North Bend OR 97459
541-756-7701
pnwrvp@ptg.org

Editorial Perspective

Piano Moment, Wonderful Moment

By Ed Sutton,RPT
Journal Editorial Staff

Mindfulness trainers remind us to stay in the moment, and that is good advice. But as I sit happily in my present moment, I wonder, has anyone defined how big a moment is, how long, how high or wide, how many dimensions it has? Maybe a moment is as long, tall and wide as you can make it, as rich and full as you can make it. As you tune a unison, can you feel connected to the first people who plucked a stretched sinew or vine and heard a new sound, a sound not like any other sound in their worlds? Can you feel the wonder of the first persons who learned to fix that big, crude string to a hollow tree trunk and to play the sound? That Paleolithic string drum was once the forefront of musical instrument technology! That first hearing and playing is where the piano in front of you comes from, and the piano you are tuning exists to satisfy that same human need to play, organize and give meaning to sound, a need that exists in you and me, as it did in our predecessors millennia ago.

Shortening our conscious moment a bit, this issue of the Journal begins with the era of the Viennese pianoforte, a piano that took an established form by the end of the 18th century, and advanced and flourished until about 1850. The Viennese action could not be well adapted to play increasingly heavy hammers, though it continued in use for the rest of the 19th century. But from about 1780 through 1840, it was the piano of choice of the composers who created much of the canon of what today we call classical music.

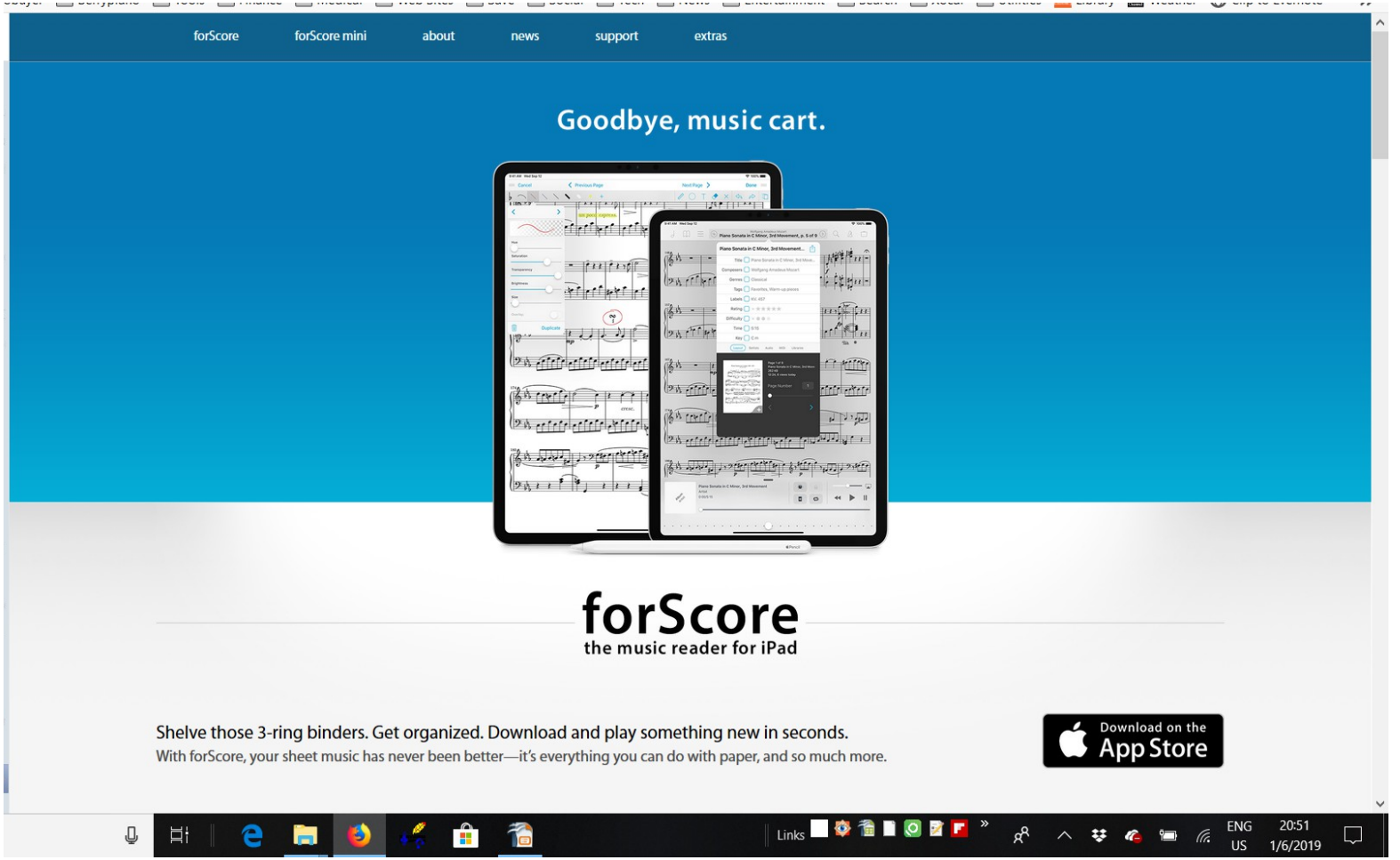
One thing we learn by studying this era is that the piano moment is ever-changing and growing. If we think we know exactly what a piano is, how to prepare it and tune it, we might do well to extend our moment. If there is a front edge to our moment, we might want to prepare to catch a ride on the next wave as it passes us, hoping it will lift us rather than wash us away.

Notice the roles that people play in this moment: Stein, Streicher, Haydn, Beethoven, Schumann, Brahms, Hood, Bilson, Fandrich, Barenboim, Maene. Every one of these people has a role in the big story, and the story is not finished. It may be getting ready to take an unexpected turn.

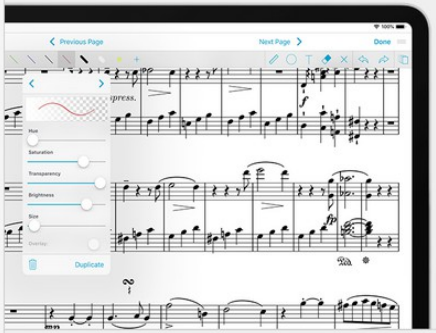
It's good work and a rich place to be, riding the crest of piano history forward.

forScore iPad App

Basically a Kindle app for music. Save and read your music on iPad. You can add any PDF file to the library. You can make annotations on your music. There is a bluetooth foot pedal for turning pages.



ForScore iPad App



Amazingly Powerful

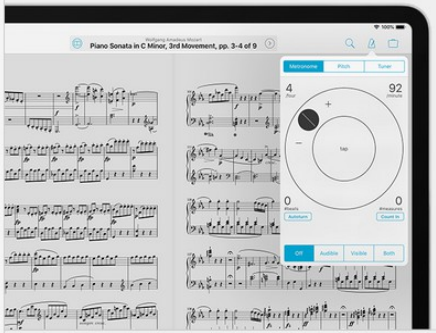
Annotate, create setlists, rearrange pages, add bookmarks, play along to an audio track, and more with an arsenal of tools to help you turn practice into performance.

Learn more ›

Blazingly Fast

Every millisecond counts. That's why forScore uses adaptive caching to help make page turns virtually instantaneous, without ever getting in your way.

Learn more ›



Simply Gorgeous

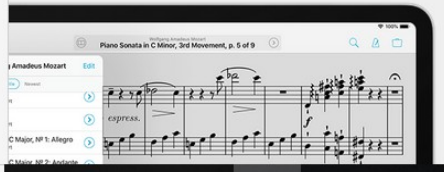
Designed exclusively for iOS, our clean interface gives you quick access to the tools you need, then fades away completely so you can focus on your music.

Learn more ›

Incredibly Flexible

Whether you're working with the compact iPad mini or the expansive iPad Pro, forScore scales beautifully and fully supports Split View and Slide Over multitasking.

Learn more ›



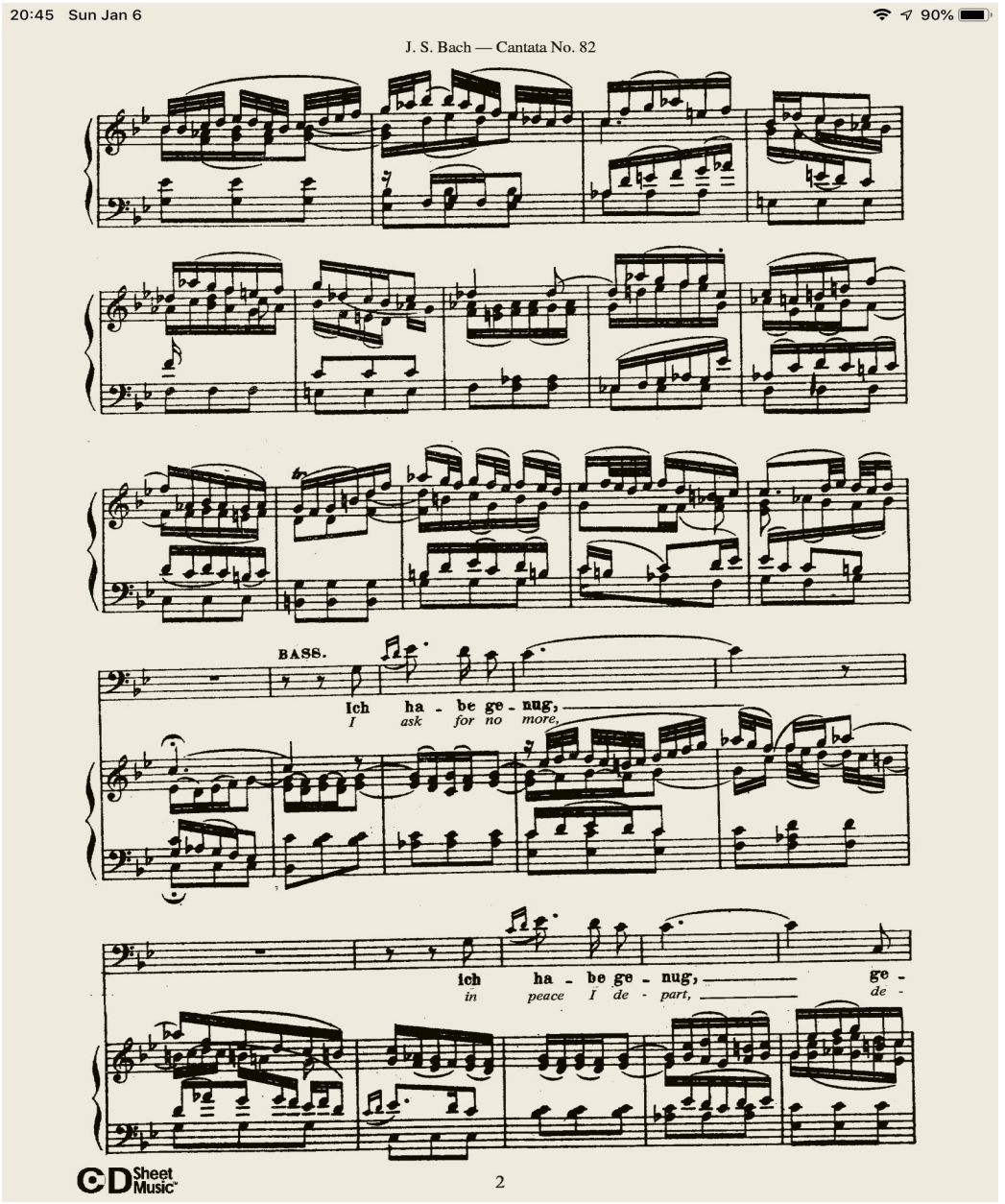
Automatically Organized

Forget files and folders—forScore uses dynamic library organization to ensure that your menu listings are always up-to-date. It's what you want, not where you left it.

Well-Connected

Save PDFs from the web, use services like Dropbox and Box, or find something new to play from Musicnotes.com. It's the world's library, just millimeters thick.

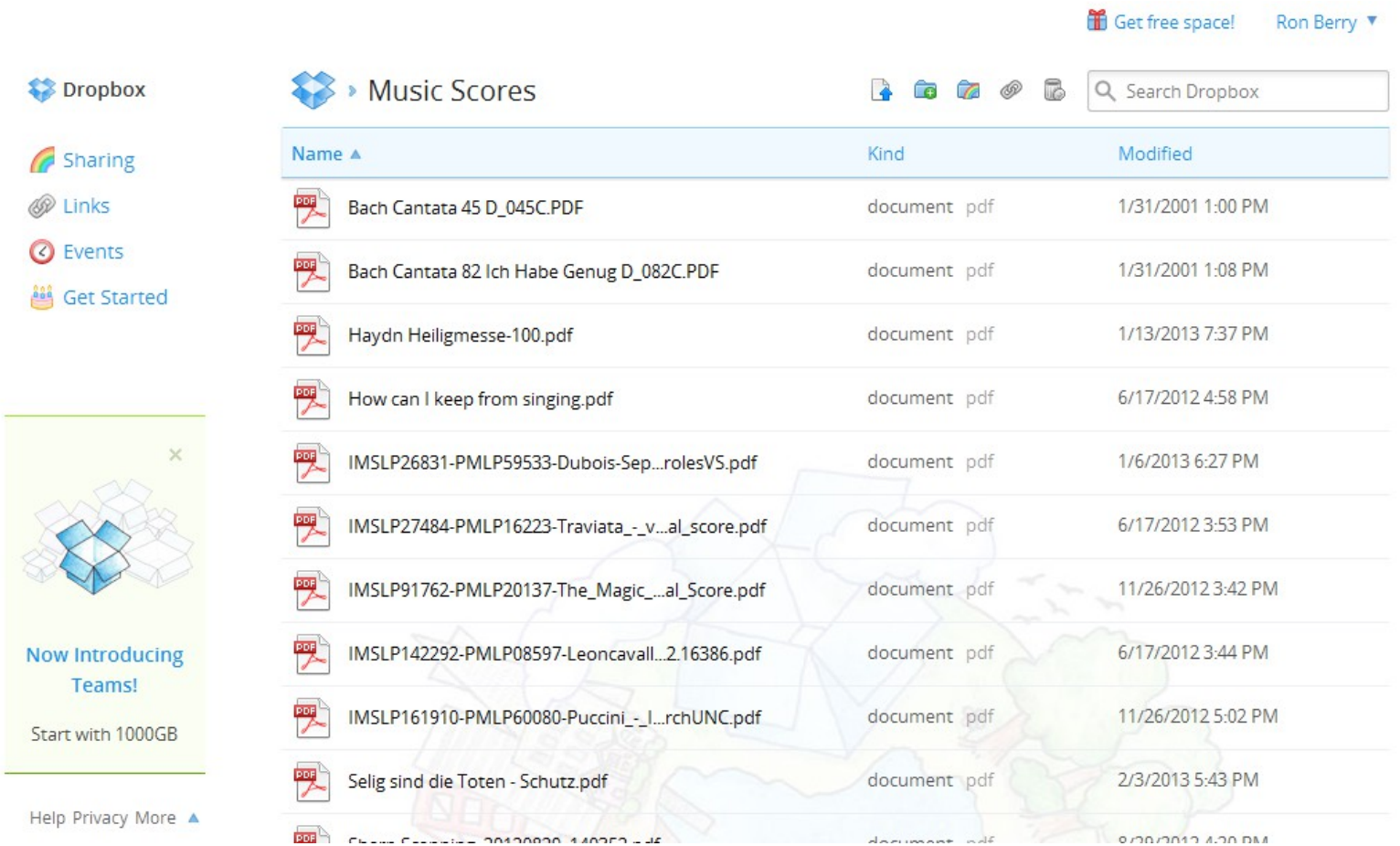
ForScore App



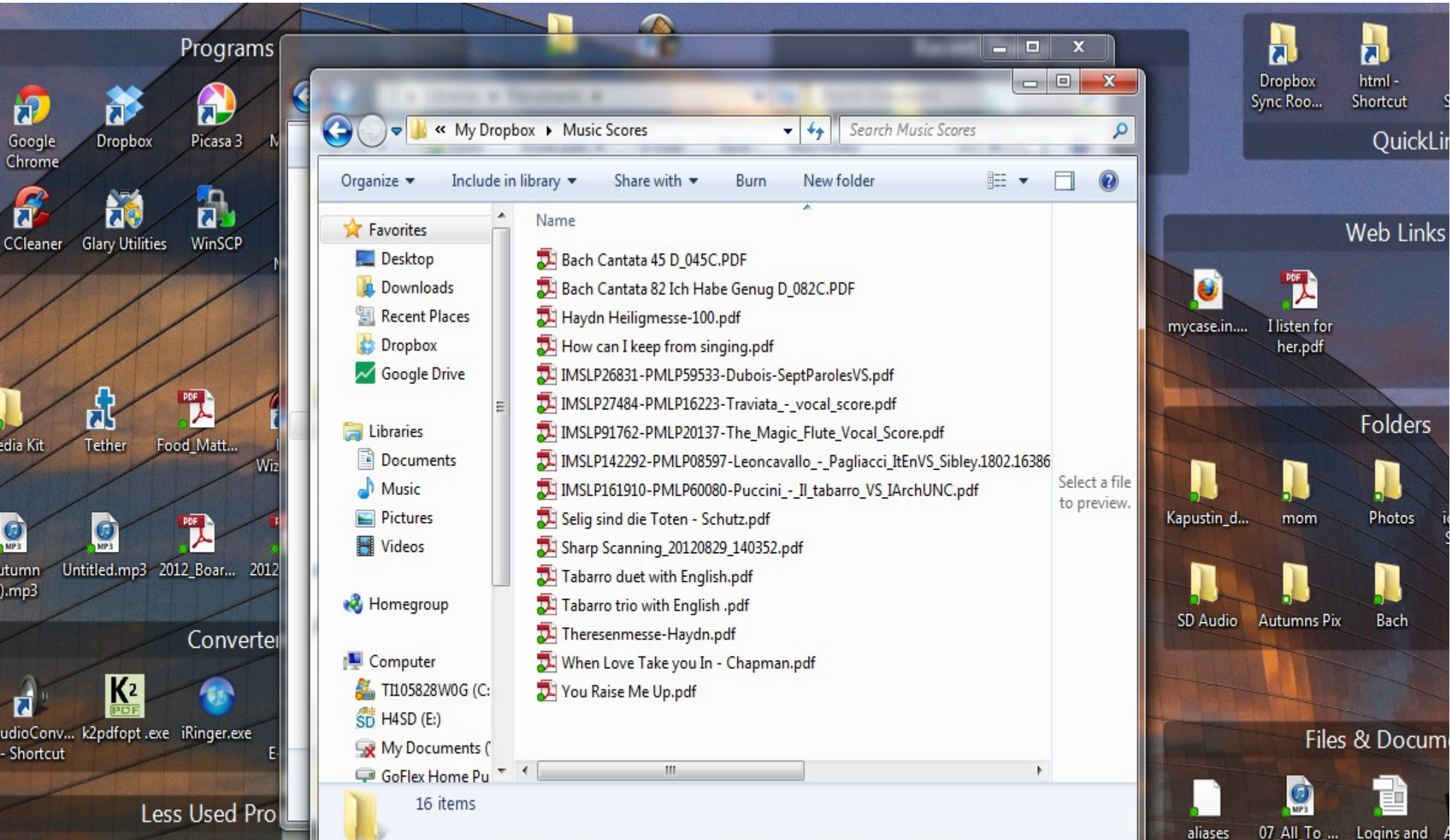
Dropbox
Share files with other people/computers

Opera scores are at imslp.org

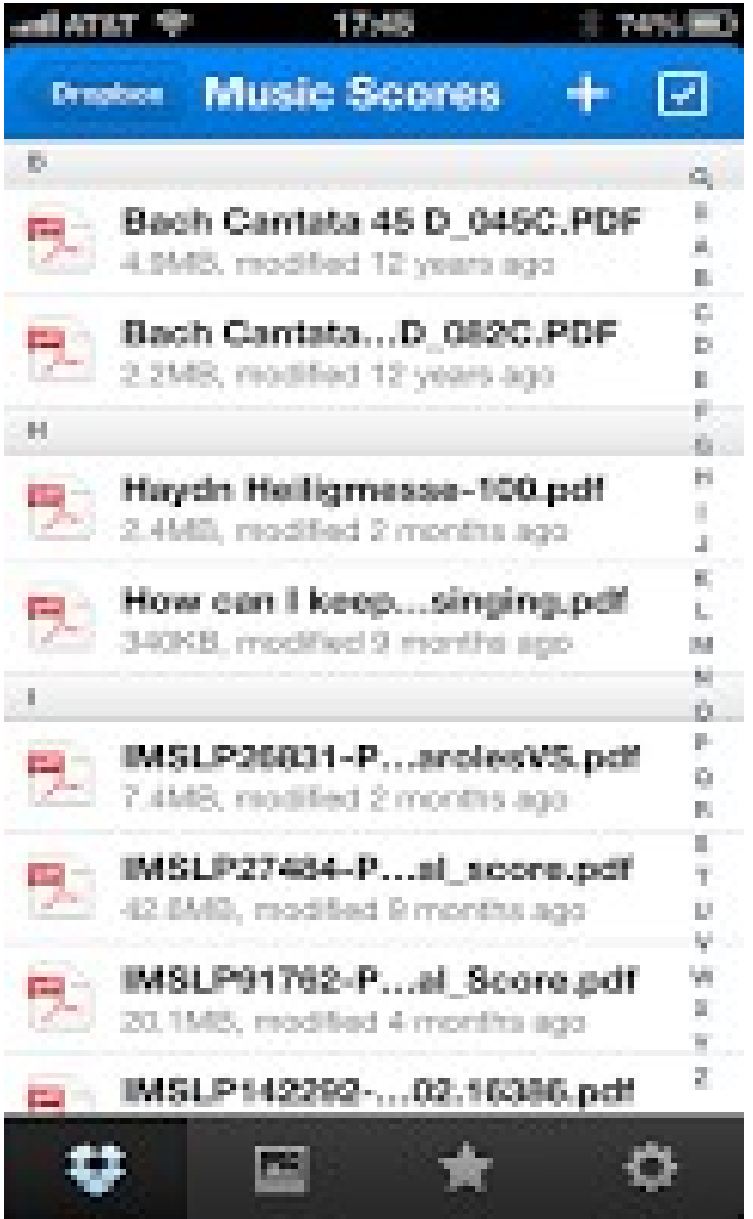
Choral Scores are at cpdl.org



Dropbox – Local file on your computer

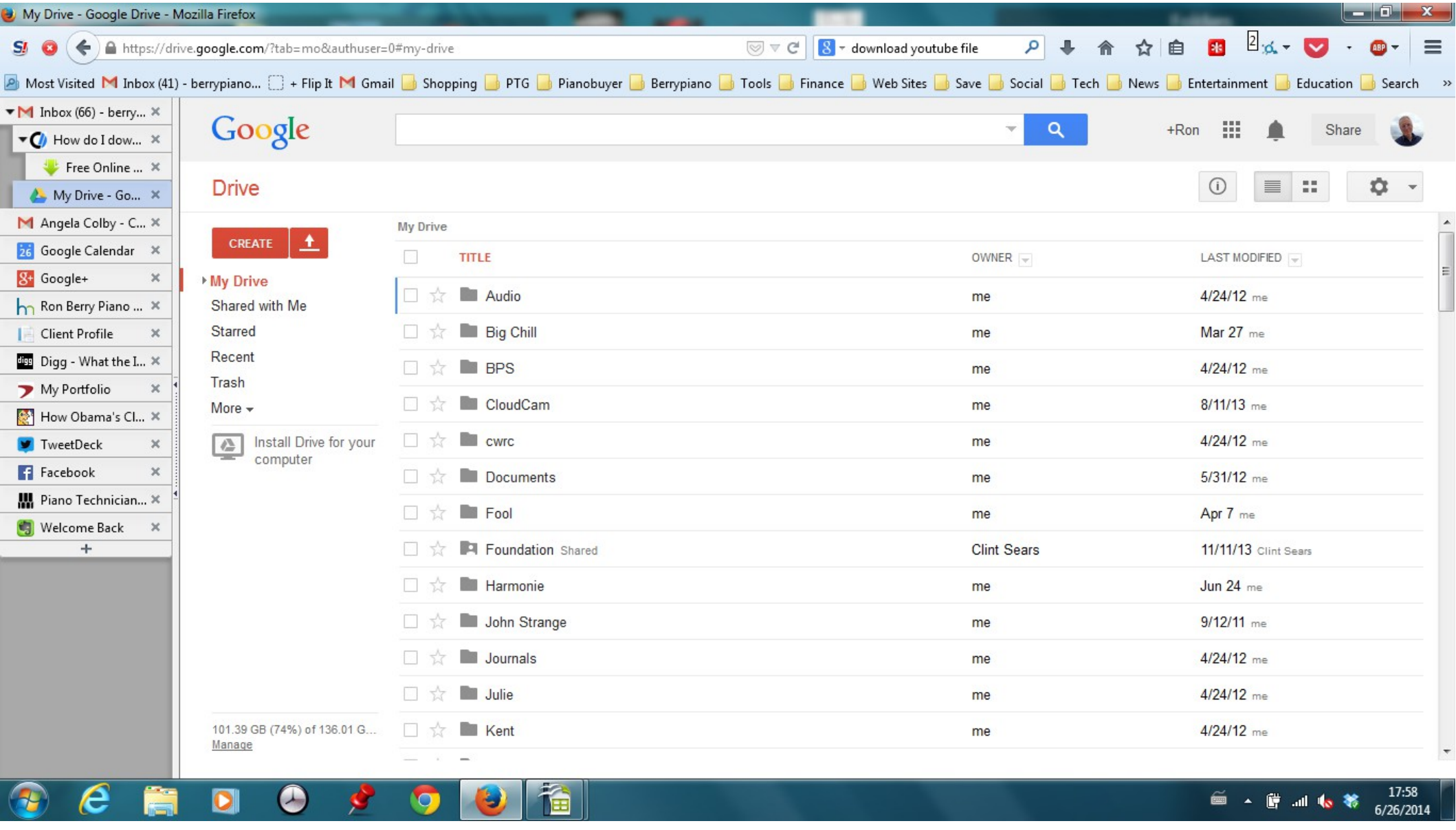


Dropbox
Share files from computer to phone



Google Drive

Includes document editing. Can be your file cabinet and your word processor. Then you can share the files with others.



PianoCal.com

Customers can set their own appointments

LOGIN

-» *manage your business from anywhere, on any device*

\+ *use any combination of phone, postcards, or email "eBookings" to make contact with, and book, your clients*

\+ *store and track multiple pianos per client with disparate symmetrical or asymmetrical service schedules*

\+ *optimize routes and schedules on the fly with our powerful geo-coded booking system*

\+ *send emails empowering your clients to book themselves online into optimal slots with their smartphones, tablets, or computers*

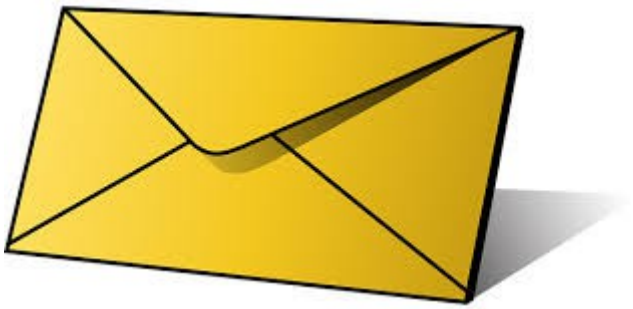
\+ *reduce fuel consumption, downtime, and phonetag*

\+ *upsell your clients through automated "ebookings"*

\+ *complete data (csv) download and calendar support: all your data are all yours all the time*

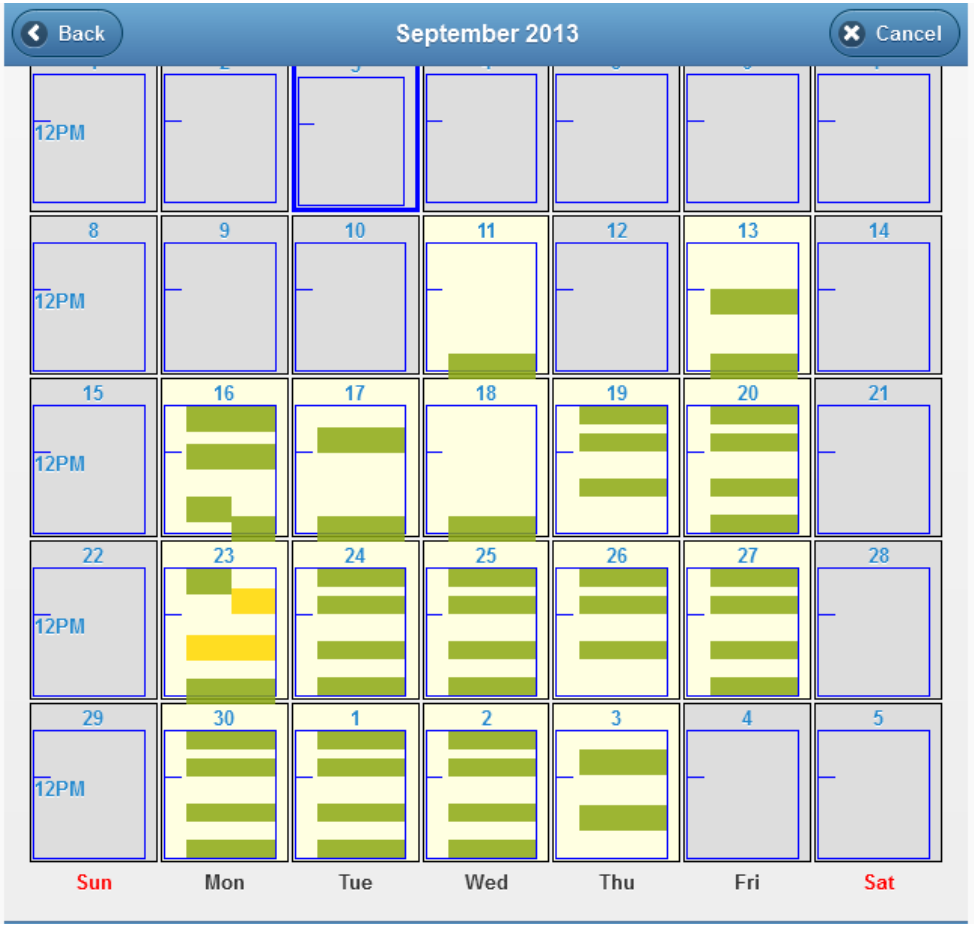
Start collecting emails from Customers

We will show a couple of customer management programs. All of this requires getting email addresses from your customers. It is much easier to set up appointments with email than by phone.



PiANOcal
Pick a geolocated time slot

Your customers get an email with a link to your calendar. They see this view and can choose a time slot convenient to them, but geolocated so it will be convenient to you also.

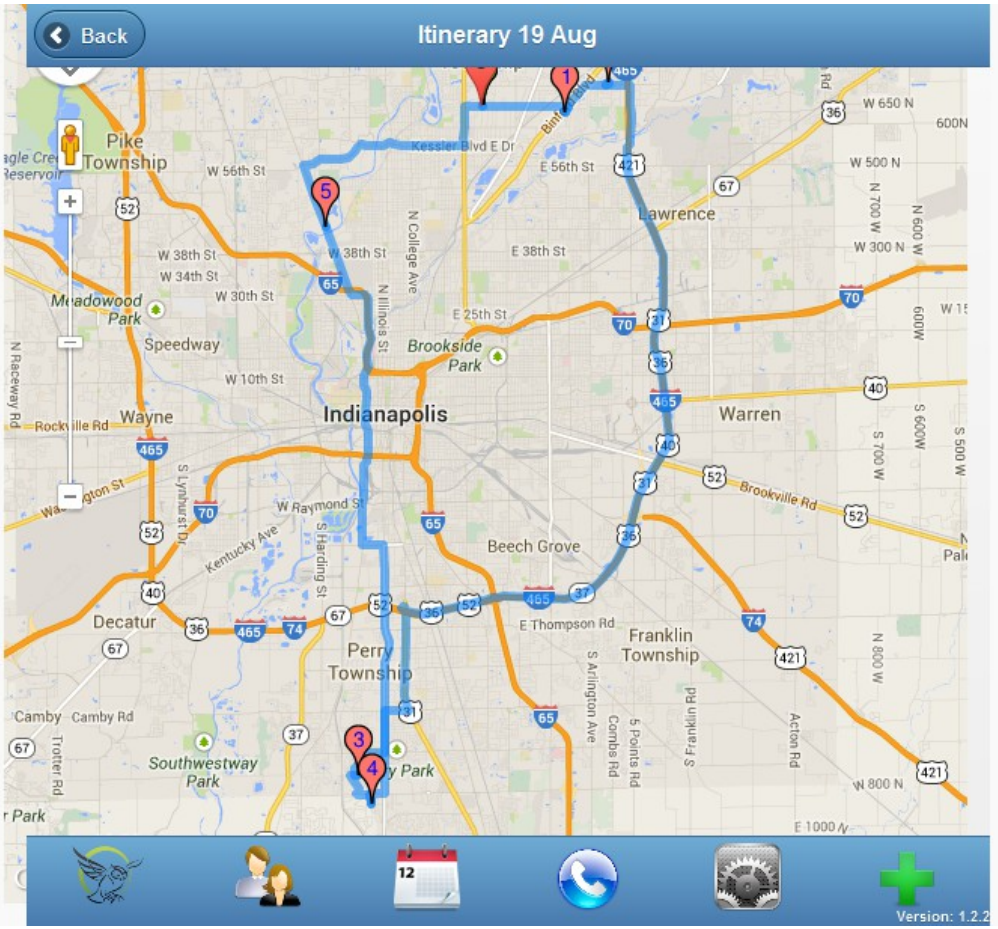


PiANOcal
Your schedule for the day

Shows your appointments along with piano information. Notice the drive time and buffer time calculated in. Can export your calendar to Google Calendar

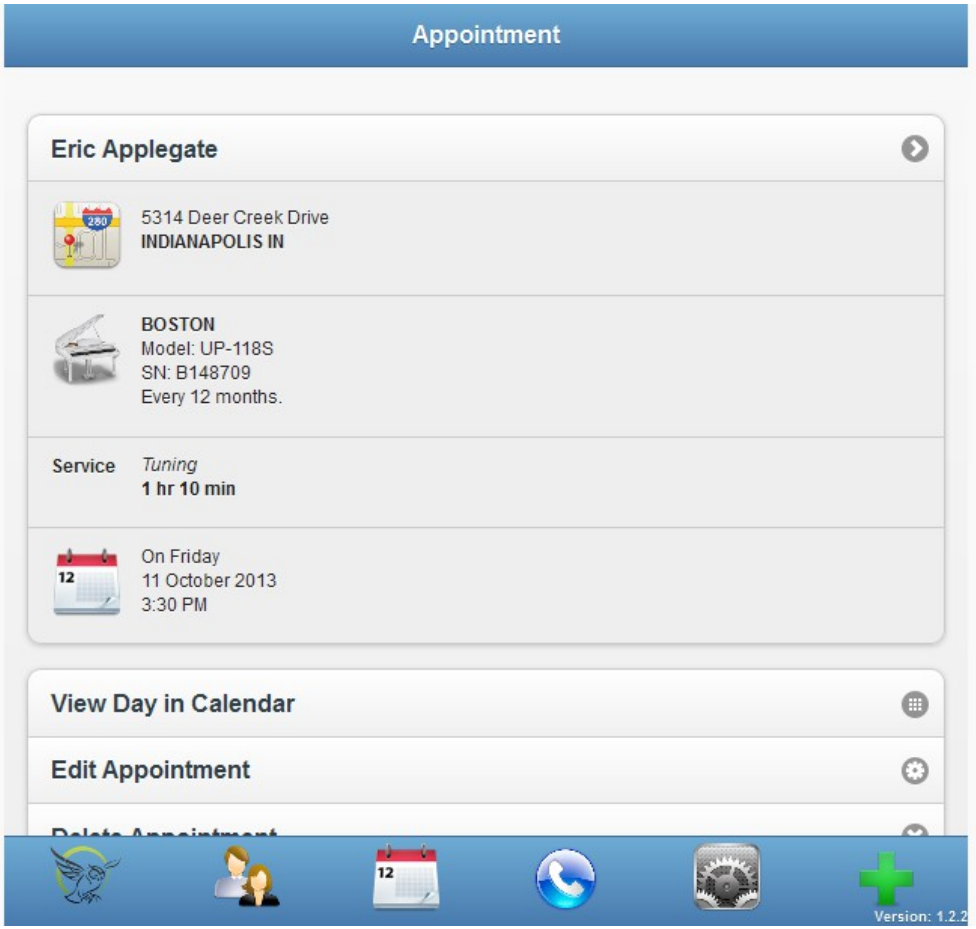
PiANOcal groups appointment into a sensible route

Even when you go to the other side of town it helps group appointments near there. It show appointment times near your other appointment.



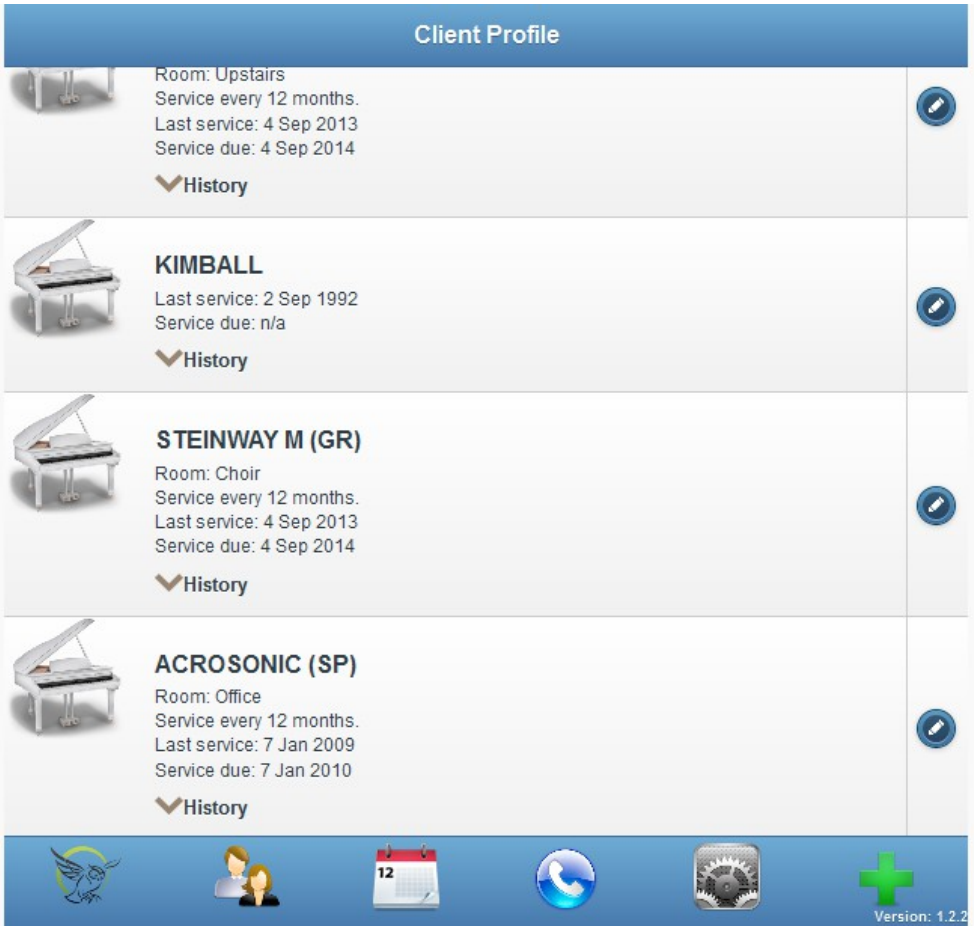
PiANOcal
Appointment details

View the details of the current appointment.



PiANOcal
Piano records and service history

Shows the pianos for that customer and past service records.



PiANOcal
Callback information

Controls for seeing who is due for an appointment. You can export callback information to a print service such as Click2Mail

PiANOcal
configure your calendar

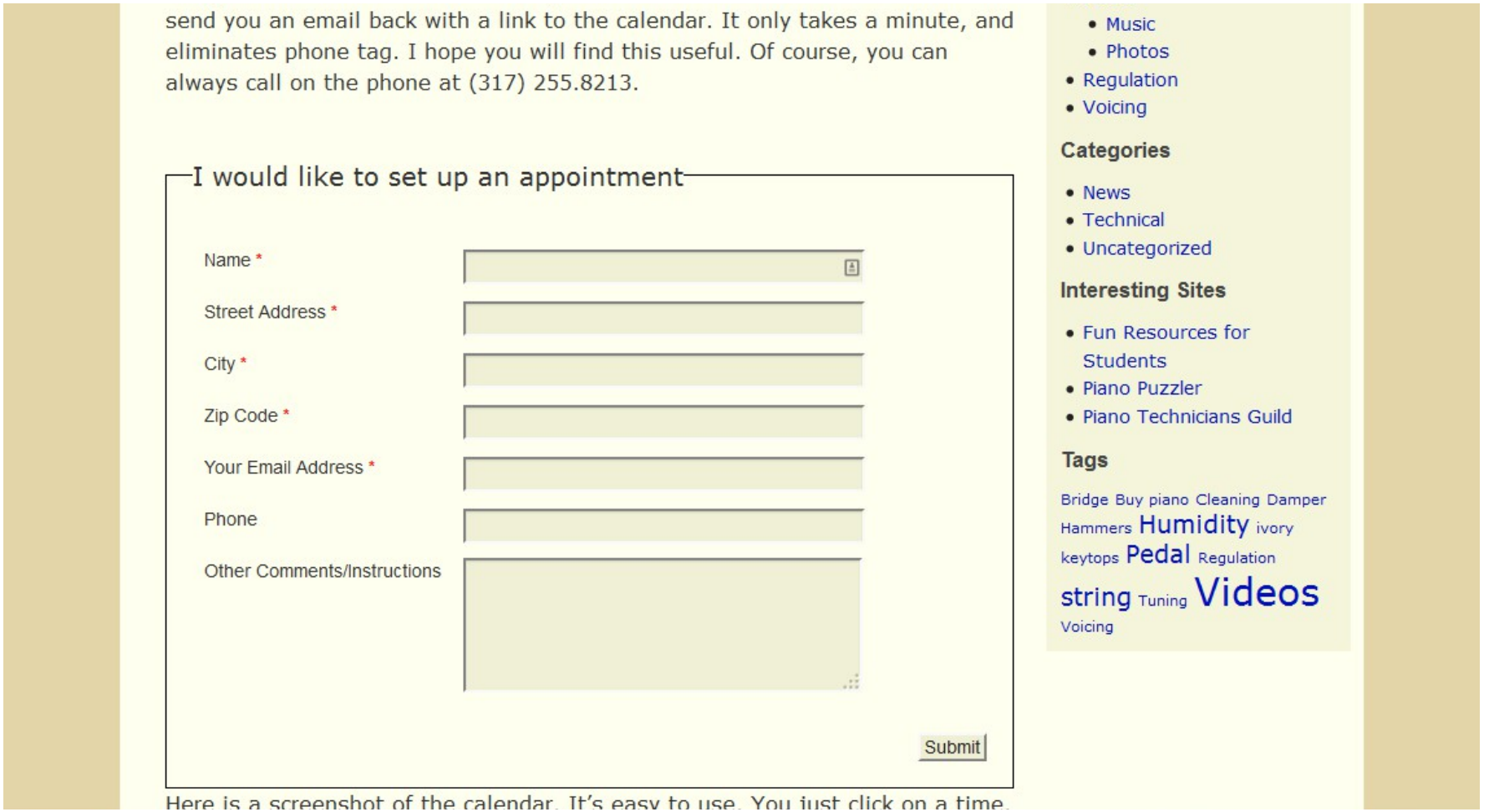
I can block off Thursday afternoon for taking the granddaughter to piano lessons. This keeps anyone from scheduling during that time.

PiANOcal

- Telephone is a convenient way to set up appointments but you play phone tag and can never get them on the phone to talk.
- Email is a difficult way to set up an appointment, takes many emails back and forth and setting up contingent appointments in your calendar.
- PiANOcal gives you the convenience of email without the phone tag!
- To sign up go to http://pianocal.com
- For a $50 coupon toward the service, use the login code

GEOCAL2020

Form on my website for customer to request an appointment link



send you an email back with a link to the calendar. It only takes a minute, and eliminates phone tag. I hope you will find this useful. Of course, you can always call on the phone at (317) 255.8213.

I would like to set up an appointment

Name *

Street Address *

City *

Zip Code *

Your Email Address *

Phone

Other Comments/Instructions

Submit

Here is a screenshot of the calendar. It's easy to use. You just click on a time.

- Music
- Photos
- Regulation
- Voicing

Categories

- News
- Technical
- Uncategorized

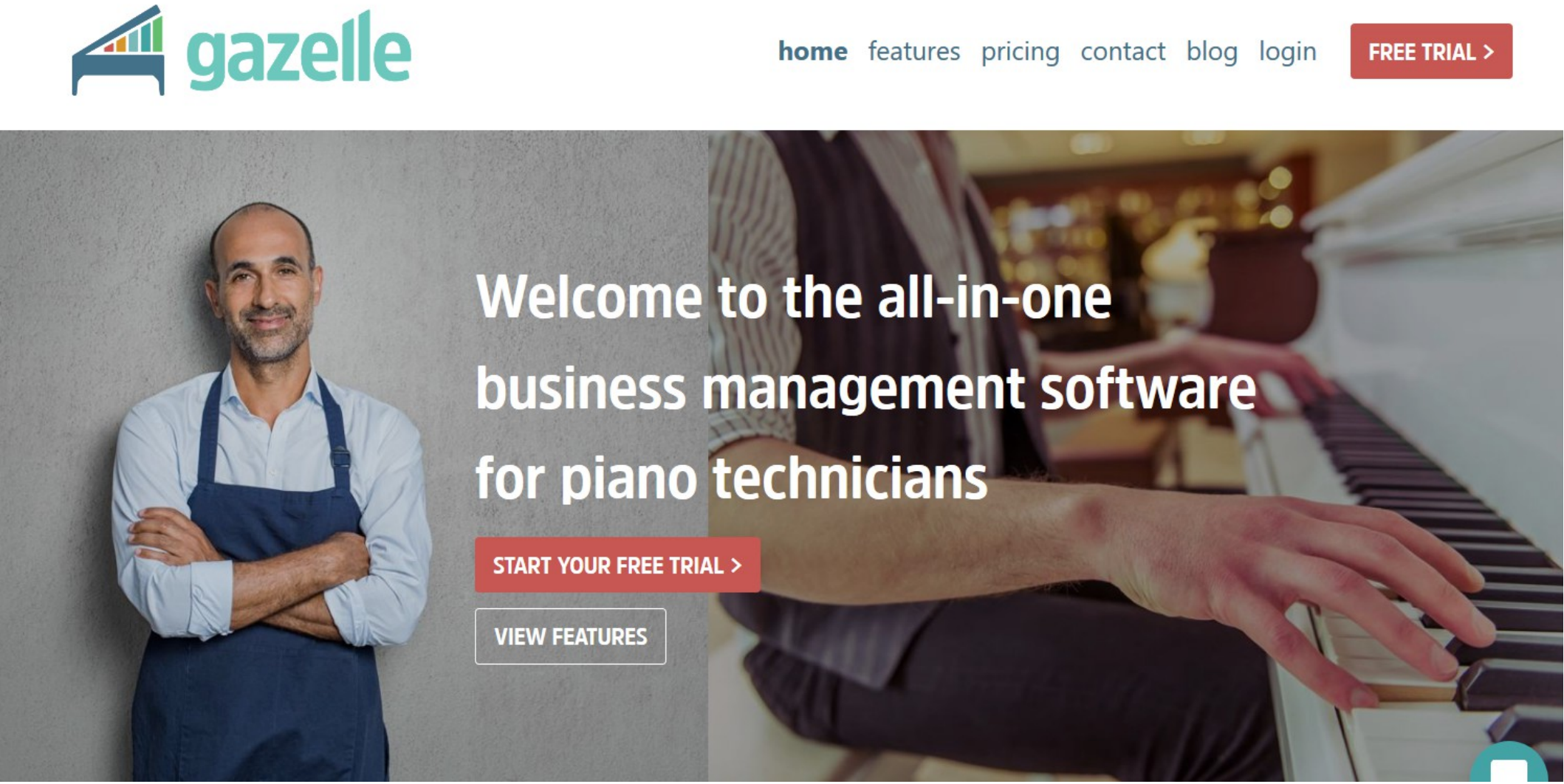
Interesting Sites

- Fun Resources for Students
- Piano Puzzler
- Piano Technicians Guild

Tags

Bridge Buy piano Cleaning Damper Hammers Humidity ivory keytops Pedal Regulation string Tuning Videos Voicing

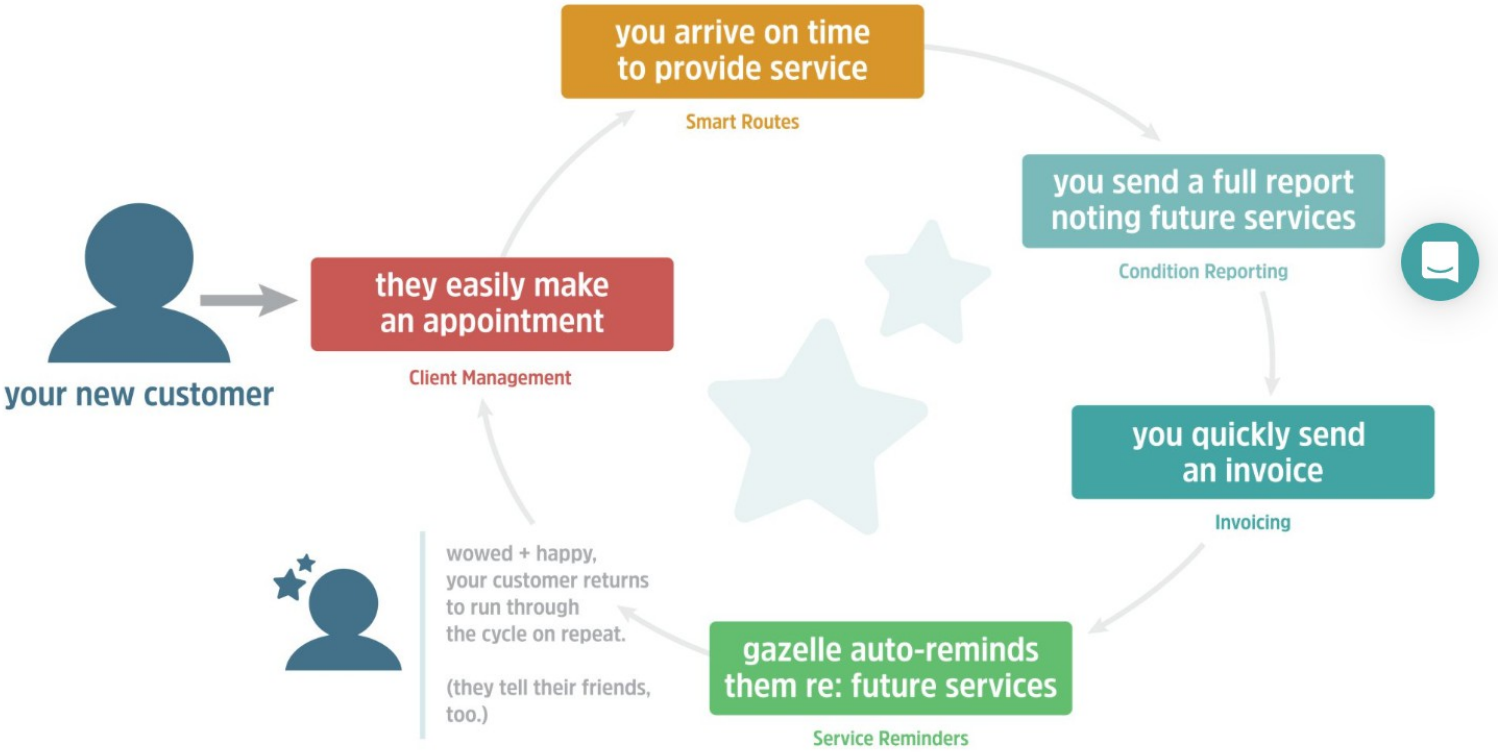
Gazelle


gazelle
home features pricing contact blog login
FREE TRIAL >
Welcome to the all-in-one
business management software
for piano technicians
START YOUR FREE TRIAL >
VIEW FEATURES

Gazelle Network

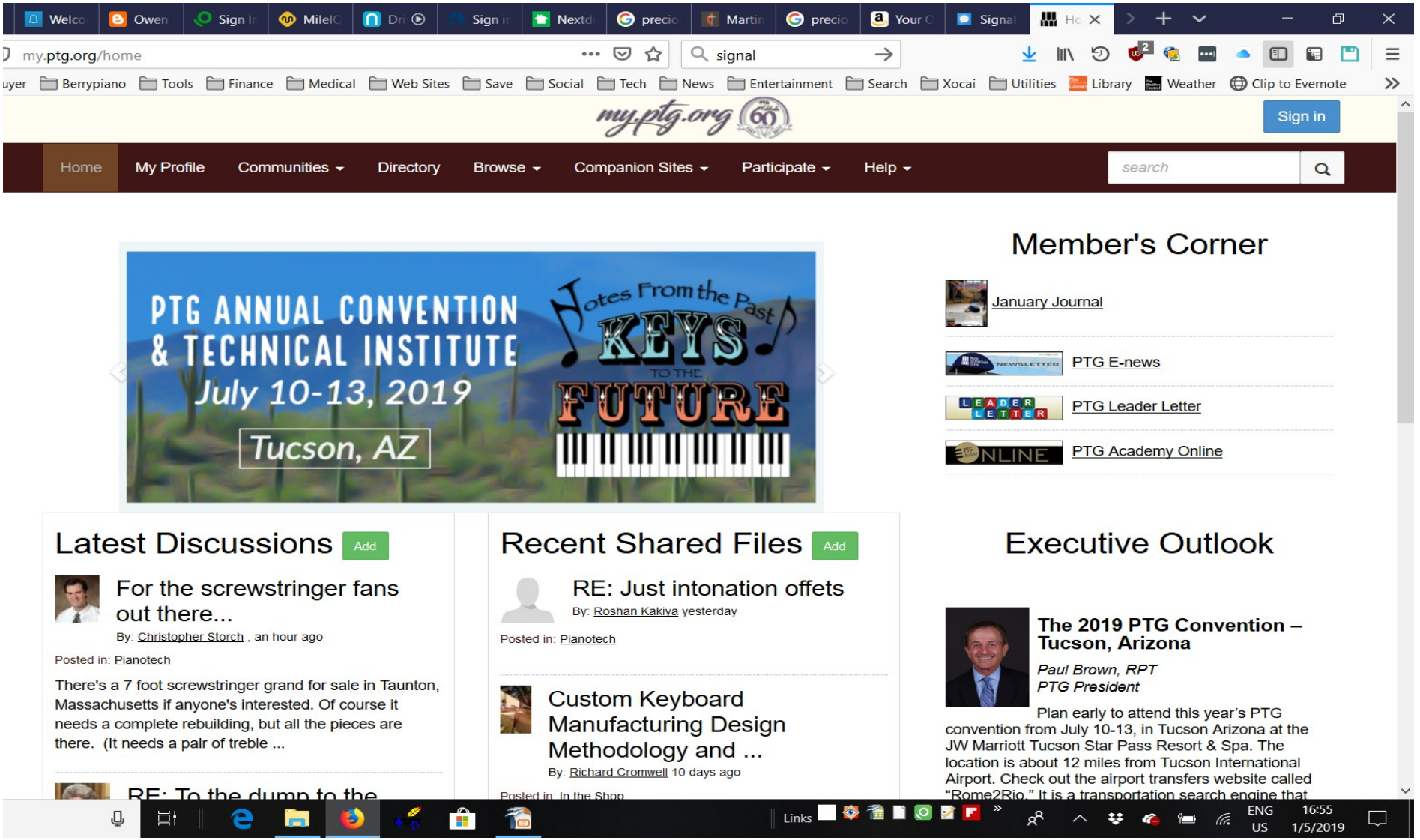
- Has a very complete database for record keeping.
- Contacts customers for future appointments.
- Has very good marketing tools to generate new and additional business.
- Includes invoicing
- Plans your route

Gazelle


you arrive on time
to provide service
Smart Routes
you send a full report
noting future services
Condition Reporting
you quickly send
an invoice
Invoicing
gazelle auto-reminds
them re: future services
Service Reminders
wowed + happy,
your customer returns
to run through
the cycle on repeat.
(they tell their friends,
too.)
they easily make
an appointment
Client Management
your new customer

my.ptg.org

Pianotech and a lot of other discussion groups, Plus libraries of documents.



Come to Kansas City (Overland Park) in Sept 24-27, 2020 for MRCO

midwestptg.com

Piano Technicians Guild Midwest Regional Conference, Davenport, IA, September 25-28, 2014

Schedule | Instructors | Classes | Exhibitors | Hotel | Register | Contact Us

Search

MRCO DAVENPORT, IA MIDWEST REGIONAL CONFERENCE

Get off your couch and come to Davenport to hone your skills. From basic tuning to high level voicing, we have a fully packed schedule of piano technology

We have a seminar planned with classes for every technician at every level. This is the first seminar for the combined Central East and Central West

Exhibit of pianos and suppliers are always a part of our conventions.

Thank you for listening

Once a Nerd, always a Nerd