Keep User Names and Passwords Safe and in Sync

For years I have helped my clients keep their user names and passwords organized in an *Excel* spreadsheet or *Word* document. When we only had one computer this was a fine method and served my clients well. Nowadays with smartphones and tablets people want a way to keep their user names and passwords on all their devices. Yes, there are ways to open that spreadsheet or document on other devices but there is an even better way. *Dashlane* is a service for $20/year that will sync your user names and passwords on all your devices (and it is free if you only need it on one device and not synced). Install the program on your computer, visit every website you go to, and *Dashlane* will ask to save the login information for you. Then when you install the smartphone or tablet app all your user names and passwords will be there.

- Go to www.dashlane.com to download it on your *Mac* or *Windows* computer.
- Go to the *App Store* on your *iPhone* or *iPad* and search for *Dashlane* to install it on those devices.
- Go to the *Play Store* on *Android* and search for *Dashlane* to install it on those devices.

Make one "Master Password" that you will never forget and let *Dashlane* remember all the rest. *Dashlane* can also help create tough, nonsense passwords and remember them for you so each website can have its own password.

David Pogue on *Dashlane*: http://goo.gl/shfKH

David Pogue addresses concerns with *Dashlane*: http://goo.gl/fuxCv

Opening Office Documents on iPads and iPhones

To open *Word*, *Excel* and *PowerPoint* documents on iOS devices I have been telling people that *Microsoft* still had not released *Office* for iOS and the best alternative was *Smart Office*, an app you can download for $10 on

these devices.

SmartOffice: http://goo.gl/Ndlbg

Microsoft has finally released *Office* for iOS but it is part of their $100 per year subscription service *Office 365*. It includes *Office* for up to 5 devices (computers, smartphones, tablets so you always get the latest version of *Office* when it comes out) and the version for iOS.

Microsoft Office365 *and* http://goo.gl/VkVFB and http://goo.gl/4jj9M

So now you have two choices for *Office* on your *iPad* and *iPhone*. And to get documents onto the *iPad/iPhone* from the computer use either *Dropbox* or *SkyDrive* (which is *Microsoft's* version of *Dropbox*). Both programs create a new folder on your computer and any file you put there instantly shows up on your *iPad/iPhone* when you install the app for *Dropbox* or *SkyDrive*. Since I am an *Office 365* subscriber I tend to lean towards *SkyDrive* but I have also used *Dropbox* for years so there is no reason why you could not try both to see which one you like best.

www.dropbox.com

www.skydrive.com

iCloud vs. iTunes Backups for your iPads and iPhones

If your free 5 GB of *iCloud* backup is full (remember both your *iPhone* and *iPad* are using the same available space), you can either buy more space from *Apple* for a yearly fee or turn off *iCloud* backup and just backup to your computer instead. Here are some details about what is and is not being backup to *iCloud*:

You get 5 GB of free *iCloud* storage for:

- Photos and videos in the Camera Roll
- Device settings (for example: Phone Favorites, Wallpaper, and Mail, Contacts, Calendar accounts)
- App data
- Home screen and app organization
- Messages (iMessage, SMS, and MMS)
- Ringtones
- Visual Voicemails

The following items are not backed up to *iCloud*. You can sync these items with a computer using *iTunes* (computer backup will take care of this):

- Music, movies and TV shows not purchased from the iTunes Store
- Podcasts and audio books
- Photos that were originally synced from your computer

iCloud Backup and restore overview:
http://support.apple.com/kb/HT4859

To purchase more *iCloud* space on the *iPhone*:

1. On the *iPhone* touch Settings
2. Slide your finger up the screen and touch *iCloud*
3. Slide your finger up the screen and touch Storage & Backup
4. Touch Change Storage Plan and follow the onscreen instructions

Info on *iCloud* Storage upgrades and downgrades:
http://support.apple.com/kb/HT4874

To stop *iCloud* backup and backup to your computer instead (this must be done on both the *iPhone* and *iPad*):

1. Connect your *iPhone* (*iPad*) to your computer with the sync cable (it is the same cable you use to charge, just remove from plug)
2. Open *iTunes* on your computer and wait for your *iPhone* (*iPad*) to show up under Devices on the left and click on it.
3. In the Backup box it will show that *iCloud* is checked for backup. Click your mouse in the circle next to "This Computer". (Optional: Check the box next to "Encrypt *iPhone* backup")
4. Click the Sync (or Apply) button bottom right.

So how do you decide if you want *iCloud* backup or computer backup? *iCloud* backup is convenient because you don't have to remember to connect with the cable to the computer. On the other hand computer backup backs up everything and *iCloud* backup does not. So consider cost, convenience and thoroughness. And there is no reason why you could not do both, just not at the same time. Connect your iOS device and in iTunes select which type of backup you prefer and change it from time to time so you can have both.

Updates/Upgrades
Click here to see if you should do an update or upgrade.

Newsletter Archives
Click here to read some of my past newsletters.

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