



06 September 2021

Hello ,

This email landed in your inbox because you signed up at [PSG Studio](#) or a friend forwarded it to you. I hope you enjoy it, but if you'd like to leave, simply [unsubscribe](#).

For over twenty years I've used technology, documentation, and planning to help solve business needs. I want to share this knowledge with you. In this newsletter edition, you will find one quick tip, I'll explore an interesting article, share links to websites that caught my eye, and recent blog posts in case you missed seeing them.

One thing

Last week the NYC metro area saw record heavy rains from Hurricane/Tropical Storm Ida.

Please stay aware if there's an alert to changing weather conditions in your area. Diversify how you access (and share) information -- I follow the NWS on twitter ([@NWSNewYorkNY](#)) as well as listen to the weather radio. Even if the weather seems nice at the current moment, I know that can change.

Need to start your preparedness plan? I've been updating my guides this year:

- start with [Creating and Maintaining a Disaster Preparedness Plan](#)
- stay alert with my tips on [preventing phishing attacks](#)

I'll continue to revise and and expand this series, the next post to be updated will be this 5 year old [post on communications](#).

When faced with the stress a disaster brings, it's tempting to reach out to what seems the easiest. Please be mindful of what you share and [how you evaluate](#) potential solutions.

Links

Taking breaks allows your brain to rest and avoid mental fatigue! While I think it's best to step away from the computer, here are a few links that caught my eye.

- [Is it a Jewish Holiday Today?](#) / Sunset tonight marks the start of Rosh Hashannah and the rest of September is a scattered with different holidays. Here's how to figure out if I'll be delayed in responding. (website - isitajewishholidaytoday.com)

From the Notebook Archive

I publish a new blog post every other Friday (with this newsletter the following Tuesday). Here are the most [recent posts](#):

Creating and Maintaining a Disaster Preparedness Plan, Prevent Phishing

Disasters exist in different forms – historic flooding, theft of business data, or a family medical emergency. One common factor about all these situations is that your stress levels will be elevated, impacting your ability to focus and be attuned to close details. It's in these moments of stress that phishing attacks become most successful.

[Read more](#)

2021-09-02

Keeping up with Small Changes

Discussion often focuses on big overwhelming changes. However, small changes to the tools we use can cause challenges too. When they are unexpected, they can make it difficult to complete an otherwise easy task. Even one can cause an avalanche that results in longer-term issues.

How we deal with the small change depends on many different factors. However, first we need to know about it!

[Read more](#)

2021-08-19

images 101: formats & file sizes

Digital images are easy to create thanks to a smart phone in nearly every pocket. However, they're not straightforward to add to a website. Many different factors combine to complicate this and make a site's images fuzzy or slow to load. To understand this, we need to understand a little about different formats and how they affect your images.

[Read more](#)

2021-08-05

How do I ...?

I'm often contacted after a client encounters a technology problem, searches for a solution, and implements it on their own. At this point their solution didn't meet all their expectations. Does it have to be this way? No.

[Read more](#)

2021-07-22

Thank you for reading. I hope you found this newsletter useful. If you think someone else would find it helpful, please consider [forwarding](#) it. If this is your first time reading the newsletter, welcome. You can read [previous issues and subscribe here](#).

Finally, if you need to venture outside, please do so safely. Sign up to be vaccinated as soon as you're able -- and get both doses if applicable. Continue be mindful and follow local guidance about wearing a mask (cover your nose), social distancing, and wash your hands.

/penny

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