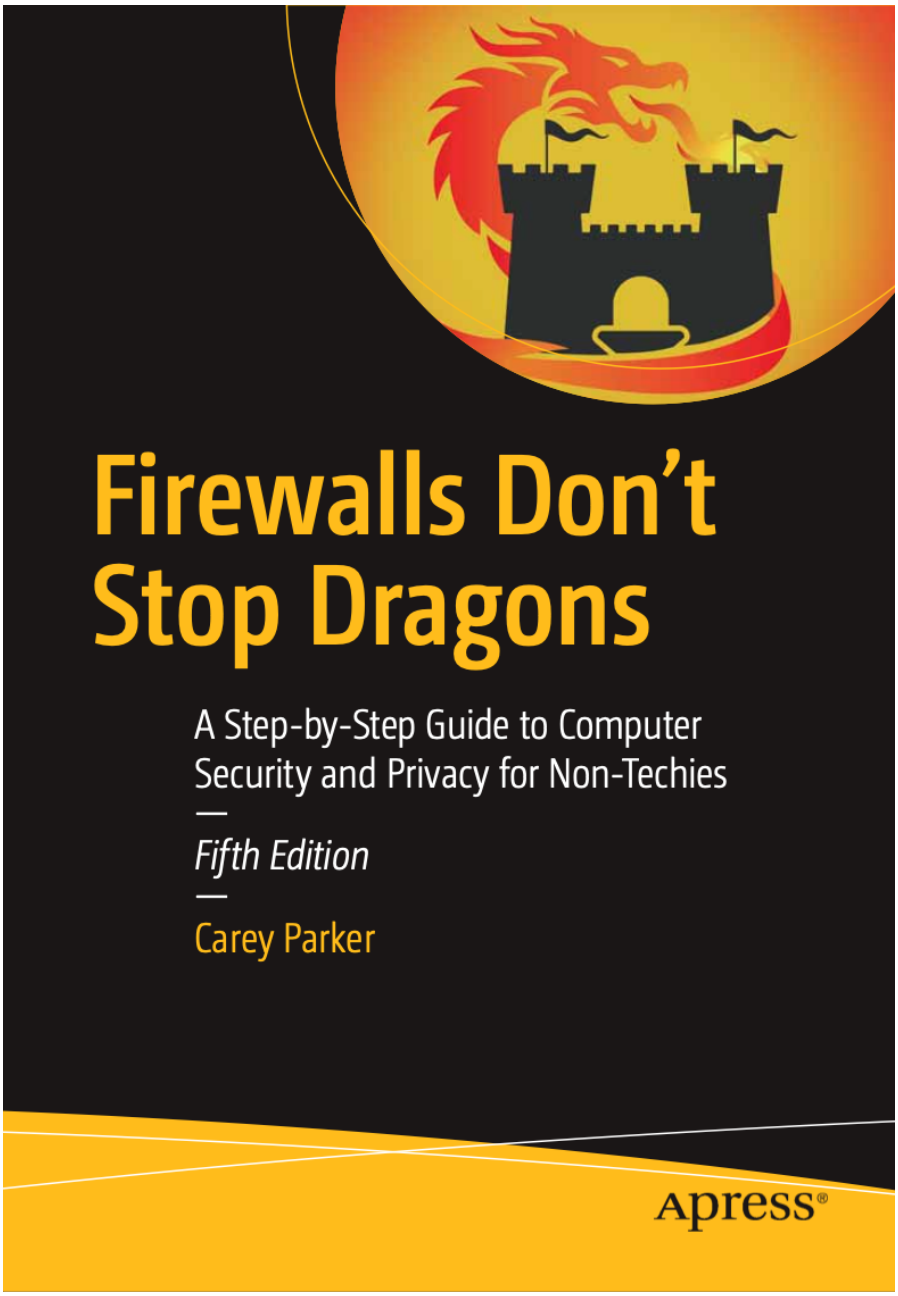

WORKBOOK

Version: 1.0 (2023-02-03)

Directions

Use this workbook to keep track of your progress, checking off each Tip as you complete it. Remember that you don't need to do every Tip. Not all of them will apply to you and some of them you may simply wish to skip. (You might want to cross off those Tips instead of checking the box.) The starred Tips (✪) are the most impactful for most people, but don't feel like you need to complete those before starting the others.

CHAPTER 1 - Here Be Dragons

- ☐ Tip 1-1. Take Good Notes
- ☐ Tip 1-2. Determine Your Computer Type and Version
- ☐ Tip 1-3. Determine Your Mobile Device Type and Version

CHAPTER 2 - Privacy Matters

- ☐ Tip 2-1. Know What They Know
- ☐ Tip 2-2. See What Your IP Address Reveals
- ☐ Tip 2-3. Opt Out Where You Can
- ☐ Tip 2-4. Investigate Your Own Public Information
- ☐ Tip 2-5. Get Your Stories Straight
- ☐ Tip 2-6. Operate on a Need-to-Know Basis

CHAPTER 3 - Castle Guard Certification

- ☐ Tip 3-1. ✪ Don't Click Links, If Possible
- ☐ Tip 3-2. Watch Out for Shortened URLs
- ☐ Tip 3-3. ✪ Don't Open Email Attachments, If Possible

CHAPTER 4 - Get Your Castle in Order

- ☐ Tip 4-1. How to Change Computer Settings
- ☐ Tip 4-2. ✪ Back Up to an External Drive
- ☐ Tip 4-3. ✪ Back Up to the Cloud
- ☐ Tip 4-4. Buy a UPS
- ☐ Tip 4-5. ✪ Clean Up Your Apps
- ☐ Tip 4-6. ✪ Turn on Auto-Update for Your OS
- ☐ Tip 4-7. ✪ Turn on Auto-Update for Your Applications
- ☐ Tip 4-8. Download Software Safely
- ☐ Tip 4-9. Scan Your Paper Documents
- ☐ Tip 4-10. Shred Your Paper Documents

CHAPTER 5 - Who Goes There?

- ☐ Tip 5-1. ✪ Choose a Strong Master Password
- ☐ Tip 5-2. ✪ Sign Up for Bitwarden
- ☐ Tip 5-3. ✪ Install the Bitwarden Browser Plugin
- ☐ Tip 5-4. ✪ Transfer Existing Passwords to Bitwarden
- ☐ Tip 5-5. ✪ Enable Two-Factor Authentication
- ☐ Tip 5-6. Take a Tour of Bitwarden
- ☐ Tip 5-7. ✪ Install the Bitwarden App on Your Smartphone
- ☐ Tip 5-8. Use Bitwarden to Fill in Passwords
- ☐ Tip 5-9. Disable Password Saving on Your Browser
- ☐ Tip 5-10. Delete Saved Passwords from Your Browser
- ☐ Tip 5-11. Store Credit Cards in Bitwarden
- ☐ Tip 5-12. Store Personal Info in Bitwarden
- ☐ Tip 5-13. Run a Vault Health Report
- ☐ Tip 5-14. ✪ Generate Strong Passwords for Key Accounts
- ☐ Tip 5-15. Generate and Store Offline Passwords
- ☐ Tip 5-16. Peppering Your Passwords
- ☐ Tip 5-17. Guard Your True Identity

CHAPTER 6 - Raise the Drawbridge!

- ☐ Tip 6-1. Upgrade Your Computer
- ☐ Tip 6-2. ✪ Require Passwords for Computer Accounts
- ☐ Tip 6-3. ✪ Create a Separate Admin Account
- ☐ Tip 6-4. Install Free Antivirus Software
- ☐ Tip 6-5. Restrict Access to Important Files
- ☐ Tip 6-6. Disable Unneeded Startup Software
- ☐ Tip 6-7. Don’t Install Apps That Come with Peripherals
- ☐ Tip 6-8. ✪ Turn on Disk Encryption
- ☐ Tip 6-9. Securely Erase Sensitive Files
- ☐ Tip 6-10. ✪ Prepare a Computer for Sale, Donation, or Recycle
- ☐ Tip 6-11. Prepare Printers for Sale, Donation, or Recycle
- ☐ Tip 6-12. Enable Laptop Location Tracking
- ☐ Tip 6-13. Use Lockdown Mode (macOS Only)
- ☐ Tip 6-14. Don’t Trust Other Computers
- ☐ Tip 6-15. Avoid Strange USB Devices and Ports
- ☐ Tip 6-16. Restart Your Computer Periodically
- ☐ Tip 6-17. Don’t Use Adobe Reader to Read PDF Files
- ☐ Tip 6-18. Unplug or Cover Webcams When Not in Use
- ☐ Tip 6-19. Beware Cold Calls for Computer Support

CHAPTER 7 - Guard the Castle Gate

- ☐ Tip 7-1. Get Your Own Modem
- ☐ Tip 7-2. Get Your Own Wi-Fi Router
- ☐ Tip 7-3. ✪ Change Your Default Router Password
- ☐ Tip 7-4. ✪ Update Your Router's Firmware
- ☐ Tip 7-5. ✪ Lock Down Your Wi-Fi
- ☐ Tip 7-6. Use the Guest Network
- ☐ Tip 7-7. Create a QR Code for Easy Guest Network Access
- ☐ Tip 7-8. Put Internet of Things Devices on the Guest Net
- ☐ Tip 7-9. Disable External Admin
- ☐ Tip 7-10. Disable WPS
- ☐ Tip 7-11. Disable Universal Plug and Play (UPnP)
- ☐ Tip 7-12. Probe Your Router for Vulnerabilities
- ☐ Tip 7-13. Disable IPv6
- ☐ Tip 7-14. Change Your Default SSID
- ☐ Tip 7-15. Register Your Devices
- ☐ Tip 7-16. Periodically Reboot Modem, Router
- ☐ Tip 7-17. Disable Network Sharing Features
- ☐ Tip 7-18. Change Virtual Assistant Privacy Settings
- ☐ Tip 7-19. Use a VPN
- ☐ Tip 7-20. Avoid Public Wi-Fi and Use Cellular Data
- ☐ Tip 7-21. Disable Auto-Connect to Wi-Fi
- ☐ Tip 7-22. Dumb Down Your Smart TV

CHAPTER 8 - Spies in Your Midst

- ☐ Tip 8-1. ✪ Use a Privacy-Protecting Browser
- ☐ Tip 8-2. ✪ Configure Browser for Security and Privacy
- ☐ Tip 8-3. ✪ Change the Default Search Engine
- ☐ Tip 8-4. ✪ Install Password Manager Add-on
- ☐ Tip 8-5. ✪ Install uBlock Origin Add-on
- ☐ Tip 8-6. Remove All Unnecessary Add-ons
- ☐ Tip 8-7. Be Careful on “Shady” Sites
- ☐ Tip 8-8. Beware of Pop-Ups Offering/Requiring Plug-ins
- ☐ Tip 8-9. Use Private Browsing
- ☐ Tip 8-10. Delete Personal Info from Google Searches
- ☐ Tip 8-11. Be Careful When Entering Form Data
- ☐ Tip 8-12. Use a Privacy-Respecting DNS Provider
- ☐ Tip 8-13. Use DNS over HTTPS (DoH)

CHAPTER 9 - Coded Messages and Wax Seals

- ☐ Tip 9-1. Scan Files Before Sending
- ☐ Tip 9-2. Encrypt Your Message and Files
- ☐ Tip 9-3. Send Files Securely Using the Web
- ☐ Tip 9-4. ✪ Use a Secure Email Service
- ☐ Tip 9-5. ✪ Use Secure Messaging Apps
- ☐ Tip 9-6. Use Secure Voice and Video Apps
- ☐ Tip 9-7. Open Attachments Safely
- ☐ Tip 9-8. Use Email Aliases
- ☐ Tip 9-9. Review Unused Email Accounts
- ☐ Tip 9-10. Monitor Your Account Activity
- ☐ Tip 9-11. Deal Properly with Spam

CHAPTER 10 - Protect the Market and Town Square

- ☐ Tip 10-1. ✪ Lock Down Your Apple/Microsoft Accounts
- ☐ Tip 10-2. ✪ Enable Two-Factor Auth Wherever You Can
- ☐ Tip 10-3. ✪ Use Credit Cards Online (Not Debit Cards)
- ☐ Tip 10-4. Use Virtual Credit Card Numbers
- ☐ Tip 10-5. Be Careful Using Mobile Payment Services
- ☐ Tip 10-6. Give Your Credit Card Company a Heads-Up
- ☐ Tip 10-7. Set Up Restrictions on Your Financial Accounts
- ☐ Tip 10-8. Turn On Account Alerts
- ☐ Tip 10-9. ✪ Freeze Your Credit
- ☐ Tip 10-10. ✪ Plant Your Flag
- ☐ Tip 10-11. Use Private Cloud Storage Services
- ☐ Tip 10-12. Don’t Broadcast Your Travel Plans
- ☐ Tip 10-13. Read the Terms of Service (or Not)
- ☐ Tip 10-14. Review Social Media Privacy Settings
- ☐ Tip 10-15. Don’t Share Your Email Credentials
- ☐ Tip 10-16. Don’t Sign In Using Facebook, Google
- ☐ Tip 10-17. Stop Tagging Other People in Photos
- ☐ Tip 10-18. Scrub File Metadata Before Sharing
- ☐ Tip 10-19. Stop Oversharing Personal Information
- ☐ Tip 10-20. Close Accounts You Don’t Use
- ☐ Tip 10-21. Delete Your Facebook History
- ☐ Tip 10-22. Avoid DNA Heritage Services
- ☐ Tip 10-23. Account Recovery Questions: Lie
- ☐ Tip 10-24. De-Google Your Life
- ☐ Tip 10-25. Avoid TikTok Entirely

CHAPTER 11 - Watch Over the Lads and Lasses

- ☐ Tip 11-1. ✪ Create a Dedicated Account for Each Child
- ☐ Tip 11-2. Use Parental Controls for Young Children
- ☐ Tip 11-3. Creating Email Accounts for Young Children
- ☐ Tip 11-4. Research Before Your Kids Sign Up
- ☐ Tip 11-5. Teach Your Kids to Protect Their Identities
- ☐ Tip 11-6. Be Able to Access All Accounts and Devices
- ☐ Tip 11-7. Honor the Age Restrictions
- ☐ Tip 11-8. Friends Must First Be Met in Person
- ☐ Tip 11-9. Lock Down Chromebook Settings
- ☐ Tip 11-10. Teach Kids the Rules of the Internet
- ☐ Tip 11-11. Beware of Connected Toys
- ☐ Tip 11-12. Keep Computers in a Common Area of the House
- ☐ Tip 11-13. Use Family-Friendly DNS
- ☐ Tip 11-14. Use Device Tracking (Judiciously and Fairly)
- ☐ Tip 11-15. Create a Contract for Your Kids
- ☐ Tip 11-16. Great Parental Resources

CHAPTER 12 - Armored Carriage: Your Mobile Castle

- ☐ Tip 12-1. ✪ Back Up Your Phone to the Cloud
- ☐ Tip 12-2. Back Up Your Phone to Your Computer
- ☐ Tip 12-3. ✪ Keep Your Device Up to Date
- ☐ Tip 12-4. ✪ Restrict Application Permissions
- ☐ Tip 12-5. ✪ Lock Access to Your Device
- ☐ Tip 12-6. Enable Emergency Lock Mode
- ☐ Tip 12-7. ✪ Use Secure Messaging Apps
- ☐ Tip 12-8. ✪ Limit Ad Tracking
- ☐ Tip 12-9. Remove Unused Apps
- ☐ Tip 12-10. Enable (Self) Tracking
- ☐ Tip 12-11. Use Firefox Mobile Browser
- ☐ Tip 12-12. Avoid Cheap Android Phones
- ☐ Tip 12-13. Get a Burner Number
- ☐ Tip 12-14. Use a Mobile VPN
- ☐ Tip 12-15. Don’t Use Mobile Antivirus
- ☐ Tip 12-16. Disable Wi-Fi Auto-Connect
- ☐ Tip 12-17. Know Your Rights When You Travel
- ☐ Tip 12-18. Disable Wireless When You Can
- ☐ Tip 12-19. Erase Your Device Before Getting Rid of It
- ☐ Tip 12-20. Enable Medical ID
- ☐ Tip 12-21. How to Safely Lend Someone Your Phone
- ☐ Tip 12-22. Don’t Hack Your Device
- ☐ Tip 12-23. Periodically Restart Your Phone
- ☐ Tip 12-24. Never Install Spyware
- ☐ Tip 12-25. Check Your Phone for Spyware
- ☐ Tip 12-26. Use Lockdown Mode (Apple Only)
- ☐ Tip 12-27. Use a USB Condom

CHAPTER 13 - Odds and Ends

- ☐ Tip 13-1. Erase Phone Data Before Selling Your Car
- ☐ Tip 13-2. Don’t Pair Phones with Rental Cars
- ☐ Tip 13-3. Don’t Use Insurance Trackers
- ☐ Tip 13-4. Don’t Install Car Maker Apps
- ☐ Tip 13-5. Recovering a Hacked Account
- ☐ Tip 13-6. Website Password Breach
- ☐ Tip 13-7. Your Computer Has a Virus
- ☐ Tip 13-8. You’ve Got Ransomware!
- ☐ Tip 13-9. Restoring a Lost or Messed-Up File
- ☐ Tip 13-10. Get a Will
- ☐ Tip 13-11. Add a Backup to Your Safety Deposit Box
- ☐ Tip 13-12. Ensure Access to Your Accounts
- ☐ Tip 13-13. Ensure Access to Your Two-Factor Device
- ☐ Tip 13-14. Appoint a “Digital Executor”
- ☐ Tip 13-15. Stop ID Theft After Death
- ☐ Tip 13-16. Nuke Your Hard Drive Data
- ☐ Tip 13-17. Install Haven on an Old Android Phone
- ☐ Tip 13-18. Add a Dedicated Guest Wi-Fi Router
- ☐ Tip 13-19. Install Custom Router Software
- ☐ Tip 13-20. Install a Reverse Firewall
- ☐ Tip 13-21. Install and Use PGP
- ☐ Tip 13-22. Host a PGP Key-Signing Party
- ☐ Tip 13-23. Use Tor to Protect Your Identity
- ☐ Tip 13-24. Need to Blow the Whistle? Use SecureDrop
- ☐ Tip 13-25. Set Up a Virtual Machine
- ☐ Tip 13-26. Use a Dedicated Secure Computer
- ☐ Tip 13-27. Shut Your Pi Hole
- ☐ Tip 13-28. Use Open Source Hardware
- ☐ Tip 13-29. De-Google Your Android Phone

CHAPTER 14 - Parting Thoughts

- ☐ Tip 14-1. Expand Your Security and Privacy Education
- ☐ Tip 14-2. Fight the Good Fight (or at Least Fund It)
- ☐ Tip 14-3. Spread the Word, Help Others