

Well Worth a Read!

Where the Wild Things Are

Have you ever gotten so frustrated trying to locate a file or email that you, like the young boy Max in the famous book, “Where the Wild Things Are,” transform into a wild and malicious beast and wreak havoc on your computer? Ok, so maybe that’s a bit exaggerated, but most experienced computer users have felt the frustration messy file and email storage can create. In the book, Max manages to intimidate the creatures and is crowned king of the Wild Things. Well, you can become king of the “Wild Files” and return home to an organized digital filing system for your own happy ending.

How? Here are five tips to help you organize your files and folders, especially in a shared environment, be it an internal server or a cloud-based system:

Tip #1: Communicate and Collaborate

Before you can get your digital files organized, you need to bring all the applicable users together. Talk about the issues created by sloppy or otherwise poor file management. Focus on efficiencies gained or lost by inefficient file storage and together establish strong guidelines and shared expectations on how information will be saved and stored. In the story, Max gathered all the Wild Things together—it’s important your organization does the same to get buy-in on new strategies.

Tip #2: Review and Strategize

You need a clear picture of your current data organization, especially shared filing spaces. This is a good time to think about workflows in your organization, compliance and/or retention requirements, and the like. With this information, develop high-level storage structures. Ideally, you can use the same storage structures not only for data files but also other digital information like email. Like Max, you can tame the beasts and create order if everyone knows what to do.

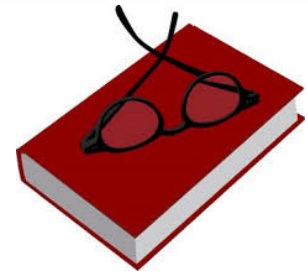
Tip #3: Be Consistent and Concise

Develop a consistent file naming standard that is descriptive but concise. For example, at IT Radix, all our proposals and quotes always start with the client name which is consistent with our core value of *Client First*. This connection to our core value makes the name standard easier to remember. Whenever possible, use abbreviations and numeric dates instead of full-length dates, such as “2015-07-01” instead of “July 1, 2017.” You’ll noticed we recommended international date format—this makes it easy to sort revisions of the same file.

Tip #4: Be Descriptive

Don’t sacrifice clarity just to keep your file names short. Folders with descriptive names are important in breaking groups of files into smaller, easier-to-manage and identifiable units. In some organizations, a good starting point might be to create folders by department. In other organizations, a project orientation may be a better methodology. Often, it’s a combination of the two approaches. Again, back to Tip #1—don’t be like Max and sail into uncharted waters alone; be sure to include all the appropriate parties when developing these descriptive folder hierarchies.

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What’s New

Verizon Corporate Classic

The IT Radix team is pleased to participate in the Verizon 5K Corporate Classic on Thursday, July 13, to benefit our client JBWS.

IT Radix Facelift

During the month of July, IT Radix is updating our office space and getting a facelift. While we may be under construction, it’s business as usual; and we look forward to providing our clients with the same level of quality service they’ve come to expect over the years.

If you would rather receive our newsletter via email, sign up on our website or send an email to resource@it-radix.com



More free tech tips at:
www.it-radix.com/news-blog



Introducing... Jeff Kaminski

We're happy to welcome back our college intern, **Jeff Kaminski**, this summer. His favorite book is *The Lightning Thief* by Rick Riordan—in fact, he enjoyed reading the entire Percy Jackson series growing up!

Jeff will be starting his junior year at Fairleigh Dickinson University in Florham Park this fall. As a Computer Science major with a concentration in cybersecurity, Jeff plans to pursue a career in computers/cybersecurity upon graduating in May 2019.

Jeff's name may sound familiar, as this is his second summer at IT Radix. He also worked with us during his winter break this year. As an intern at IT Radix, Jeff is assisting in almost every area of the business: technical, marketing, sales, operations and accounting! His contributions include assisting our client support team with answering phones and responding to client requests, software/hardware configurations, and business analytics. Jeff is a very friendly and approachable young man and is very diligent and consistent with the work that he does. He couldn't be more excited to be a part of the IT Radix team, and we're happy to have him too!

Born and raised in New Jersey, Jeff graduated from Somerville High School and currently resides with his family in Branchburg. When not working, Jeff enjoys spending time with his school friends and is an avid moviegoer. His favorite movie genre is Horror, and he also enjoys all the Marvel superhero movies. His go-to pastime is gaming—*Call of Duty* and *Overwatch* are his favorites!

Jeff's personal philosophy:

"I strive to make wherever I go a more enjoyable place to be. Nothing makes me happier than bringing a smile to someone's face, whether it be through extremely corny humor or a friendly gesture."

"Share your smile with the world. It's a symbol of friendship and peace."

— Christie Brinkley

Welcome!

A warm welcome to our newest **Management and Support** clients:

Arches Technology
Axis Management Group Holdings Inc.
Clark Guldin
Holiday Express
MYAT, Inc.

Remember, **IT Radix** is here to service all of your technology needs!

Where the Wild Things Are

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Tip #5: Leverage Technology

Office 365's SharePoint document libraries or a third-party document management system can allow you to establish categories, tags and ratings to find files quickly and easily. These technologies have excellent search capabilities as well; so, if one of the Wild Things does pop up, you can still find what you're looking for without turning into a Wild Thing yourself.

Don't let an unorganized file system create havoc in your organization. By using these tips, you can leave the land of the Wild Things behind and streamline not only your file storage but also your work processes.

OUR CLIENTS
SPEAK OUT:

THE BUZZ

"Enteris works heavily in a virtual environment, and we have the ultimate confidence in IT Radix and their ongoing support to keep our employees productive. We depend on IT Radix's friendly and helpful staff whenever we need help—from the simplest IT issues to the most complex. All issues, calls and questions are always handled with the utmost priority."

Theresa Kroeger, Office Manager — Enteris BioPharma, Inc.

Client Spotlight: Enteris BioPharma is a privately held, biotechnology company offering innovative formulation solutions built around its proprietary drug delivery technologies. Since its founding in 2013, Enteris has advanced multiple internal and external programs leveraging its Peptelligence™ platform.

Thank You Writers!

At IT Radix, we pride ourselves in putting together a quality monthly publication for our clients. What makes our **IT Radix Resource** newsletter so special? Well, it's the personal touch we give each and every month consolidating the latest and greatest in technology news and tips. We get compliments all the time about our fun themes and relevant information written in a way that even the non-techies out there can appreciate.

Thank you to the following IT Radix staff members who have contributed articles over the years:

Ashleigh Boissonault
Cathy Coloff
John Lee
Mike Oster
Jo Ann Post
Marybeth Smith
Jandy Stamm
Ken Toumey



Thanks for letting your individual personalities shine through your writing!

Proudly folded & stuffed by Park Lake School



SPECIAL OFFER

A Good Read

Sign up for a year of IT Radix Management and Support during the months of **July, August** and **September**, and receive an eReader.

Visit www.it-radix.com to learn more about what's included in each of these proactive maintenance plans. Offer for new managed service clients only. Some restrictions may apply. Call **IT Radix** today to learn more!

IT's Time to Grow Up

The owners of growing businesses face a very real challenge where their technology infrastructure is concerned. As your business grows, the IT solutions that once worked so well for you may no longer make sense.

Maybe you put a fantastic inventory management system in place that did everything you needed it to do, but that was when YOU had to take care of the inventory. Now you have people for that, many people, in multiple locations...you get the idea. What worked for you yesterday may not work for you today or tomorrow.

As your business grows you need to be sure your IT is growing with you. The implications of letting your technology lag behind your company growth are many—decreased productivity, frustrated employees and, worst of all, inadequate security.

So, how do you keep up? Planning is key! When developing your long-term business plan, make sure you include a technology plan. Does your business plan include the addition of a new location? You better make sure your IT plan includes things like faster internet, firewalls, VPN, etc. Hiring an HR director? You better make sure you have the tools they will need to function effectively.

Technology is constantly changing and evolving, and there are newer and better ways of doing things...things that will make your employees more productive, make your corporate data more secure, and save you money.

Security is a big area where you do not want your technology to lag behind. In the beginning when it was just you and maybe a few other key employees, it may have been OK to have all the company data sitting in one place where all employees could access it. That made sense. But now, do all your employees really need access to HR information? Do they need access to all client data? Implementing a "need-to-know" security policy is likely in order.

How about remote access to company information? Do you still have a "wide-open" remote access policy, where all employees have access to company data at all times? Do all your employees really "need" that kind of access? Likely not.

Even if you are not experiencing the type of rapid growth that I am talking about, that is no reason to leave your IT infrastructure stuck in the past. Technology is constantly changing and evolving, and there are newer and better ways of doing things...things that will make your employees more productive, make your corporate data more secure, and save you money. Do you still need that giant server humming in a back room somewhere? Maybe moving some of your critical technologies to the cloud makes sense for you. Still running older Windows XP or Windows Vista computers? Did you know that these operating systems are no longer supported by the manufacturer, leaving your data vulnerable to hackers?

Again, planning is key. Don't let your technology become one of the "Lost Boys." Contact IT Radix, and we will help you develop a technology plan that will get that infrastructure out of Neverland and on track for the future.



“Reading is to the mind what
exercise is to the body.”
— Joseph Addison



“It’s called ‘reading’. It’s how people
install new software into their brains”

From the desk of: Cathy Coloff
Subject: Summer Reading



Ah, summer! What a great time to kick back, relax and grab a favorite book. As a kid growing up, I devoured books—reading every chance I got. I would get lost in the stories to the point that I missed the bus at school and, on one occasion, a train from New York to Vermont (not a good thing!). As I’ve grown up, life and other commitments have limited my reading time; and now I find that I have to “make time” to read for pleasure. That being said, I still love to read as do many of our staff. You can learn more about their reading preferences on our website here: www.it-radix.com/our-favorite-books.

These days, I tend to read more business books than fiction, and I’ve found that I really enjoy listening to both types as audio books in the car. I also like the convenience of reading on my iPad whether it’s an iBook from Apple or a Kindle book from Amazon. I used to have stacks of books everywhere in my home, but I’ve been paring down over the years with the advent of eBooks. I miss the tactile experience of books, but I do like having the space back. I’ve been resisting the urge to fill that space with other things (not easy!).

As I enjoy relaxing this summer, I’m going to download some books that have been recommended to me, so I’ll be well armed to lose myself in another world or life and perhaps at the end, have a new perspective on things. Enjoy your summer reading!

Accessibility is an Open Book

Thanks to advances in technology, books are more accessible than ever before! Whatever genre you prefer—be it mystery, romance, fictional, technical, biographical, etc.—choices are literally at your fingertips through an ever-increasing list of online sources! Our two favorite go-to sources for eBooks are local public libraries and Amazon.

Local **public libraries** make it easy to borrow eBooks—plus, it’s free! Most libraries use technology supplied by a company called OverDrive to handle their eBook operations (over 9,000 libraries worldwide are currently using this system). What’s more... when borrowing eBooks from the library, you can do so from the comfort of your own home, there are no beat-up covers or missing pages, and you don’t need to worry about late fees or where that book might have been last. 😊

Another one of our favorite sources for eBooks is **Amazon**. Their inventory is endless, and it’s easy to purchase books directly from any device—computer, phone, Kindle. And, when you discover a good book, it’s also convenient to add it to your Amazon “wish list” for the future. Another favorite feature that Amazon provides is the ability to switch back and forth between reading and audio versions of the same book—it’s as simple as turning on the “read key” to continue your book where you left off. So, if you hop in your car for a summer road trip, you can enjoy listening to your book along the way.

eReaders, in general, provide greater accessibility to written material—especially for individuals with limited sight! eReaders provide a standard zoom and large-print font option that makes it easier for “mature” readers. Audio books are also great for young and old alike and are a fun way to enjoy your book with others. Characters on the page come to life as one experiences the audio version typically narrated by energetic performers.

There’s nothing like a good book...whether a good, old-fashioned hardcover or a 21st century eBook. In the words of the author, Paul Sweeney, “You know you’ve read a good book when you turn the last page and feel a little as if you have lost a friend.”



Enter and Win Trivia Contest

The first person to send an email to resource@it-radix.com with the correct answer to our trivia question will win a Barnes & Nobles gift card.

Q: What novel began with this line:
*“It was a bright cold day in April, and
the clocks were striking thirteen.”*

April Trivia Challenge

Q: What city is the home
of the first U.S. zoo?

[Answer: *Philadelphia*]

Congratulations to Kenny Rey of
Jarchem Industries Inc., recipient of a
fun box of chocolate animals!