IT Radix Resource

We make IT work for you

Saving Paper Saves the Planet

Sustainability… This is a relatively new theme that is rife these days—in the media, in governmental affairs, and in business of all types and sizes. At its core, sustainability is all about finding ways to meet the needs of the present day without compromising the needs of the future. As this concept is generally positive and embraced by many, it is now seen to be important by staff members of all sorts of organizations. For that reason, many businesses are adopting environmentally friendly policies that help to reduce their carbon footprints and other negative environmental impacts.

IT Radix staff interest in this topic is so high that we have an ongoing Sustainability Committee that is reviewing ways that we can be less harmful to the planet as we achieve our goals. One of the first places this group focused on in our office is the use of paper and ink in our copiers and scanners. These machines can create a good deal of waste. Addressing printing with an eye toward sustainability provides environmental benefits and can also help an organization reduce costs. Here are some tips on how you can gain those benefits:

Hardware. It is important to keep current with PC and printer hardware. Use an up-to-date computer with an Energy Star label and look for ones with cybersecurity tools built in to keep data safe. Consider a multi-function printer that scans, prints, emails, and copies. Place it in a shared area and remove local printers from individual offices. A single printer used more frequently means that ink is less likely to dry out and be wasted. Also, another hardware device that can cut down on your printing is adding a second monitor to your desktop. That way you can review a document on one screen and work with the data in that document on the second monitor, thus eliminating the need to print and waste paper!

Recycle and Repurpose. After printed paper has been used for its intended purpose, toss it in a recycle bin or use the unprinted side for scrap paper. Inkjet cartridges, which contain many harmful parts, can also be recycled. Unfortunately, the vast majority are simply thrown away, representing a significant ecological cost worldwide. Laser printers, on the other hand, are creating less heat and waste every year as technology improves. Additionally, ask your printer provider about the availability of recycled or refurbished cartridges and paper.

Take Note

May 4
World Password Day
In honor of World Password Day, it's time to break up with your current password and move on to something new. Ask us about our IT Radix Password Management Solution!

More than 24 billion username & password combinations are on the Dark Web today!

Awareness of what's out there is key. Reach out to us for a free Dark Web scan of your domain in the month of May.

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/blog

Saving Paper

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Is Print the Best Option? Many have seen the admonition to consider the environment before printing, but not enough of us heed this warning. We print out of habit, not out of need. Print your document as a PDF for future access. Or, use electronic signatures for important documents rather than the print-to-pen alternative. These options are greener and make it easier to keep track of documents!

If You Must Print. Print double sided whenever possible to reduce the amount of paper needed. Also, consider printing in black and white. B&W printing is better for the environment. Since monochrome printers use less ink cartridges than colored printers, less will end up in landfills.

We still need to print things; but with an eye toward sustainability, we can find the right balance that helps us move toward a more sustainable world.

Introducing… Doug Friedmann

Doug comes to IT Radix with a bachelor's degree in Finance from Quinnipiac University and brings a plethora of experience to his role at IT Radix as part of our sales team. His background in sales, client services and new business acquisitions is a strong foundation that helps Doug educate potential clients on network/computer support and optimization, as well as determining the appropriate security solutions to best protect their business. Doug's favorite part of working at IT Radix is being part of a team and helping people protect themselves and their businesses in the cybersecurity world.

When not hard at work, Doug enjoys playing chess, listening to music (his favorite being house/dance music), watching comedies, and watching sports, especially football… Go Eagles! Doug also likes to travel when possible; and he and his wife, Kristen, love going swimming and watching colorful sunsets while they are away.

When asked about a favorite food, Doug says without hesitation, "If I had my choice, it would be sushi or Mexican on the menu every night with crème brûlée every day for dessert!" In addition, Doug trained in jiu-jitsu and wrestling for many years and has his blue belt!
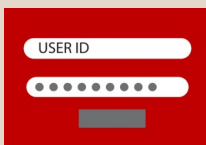
Doug's favorite quote:
"One team, one dream, iced coffee, light cream."
– Doug Friedmann

Doug is a New Jersey native. Growing up in Essex County, he now resides in Lake Hiawatha with his family.

Doug's personal philosophy: Treat people with respect, be eager to learn, and grateful when you can teach.

Do NOT Save Passwords in Your Browser

While it's tempting to click *"Remember Password"* when your web browser prompts you, doing so is risky business. When you save this information, your web browser stores a database of logins and pre-populates the fields the next time you log in. Very convenient indeed!

But here's the dark side…
This database of passwords stored in your browser is not as secure as you might think. If hackers gain access to your computer, they could extract the contents of the database and get access to ALL your private logins. An automated, cloud-based password manager that can be used by all your staff working onsite or remotely is the solution!

Sign up in the month of May for IT Radix's Password Management Solution and get a Baker's Dozen—that's 13 months for the price of 12!

Thou Shalt Keep All Systems Up to Date

Some folks are always up to date with the latest in fashion, in cars, in music. Others are not because staying "current" in those topic areas is not important to them. That's fine. But to business owners and managers, choosing to be laggard when it comes to updating computer network hardware and software is against the 3rd Commandment of IT Security. Here are key things that must be kept current and why holding true to this commandment is so important.

The first way to stay up to date is an ongoing and routine process called "patching." This includes product improvements, but our focus here is on security patching. Patches are essentially new pieces of code that, as developed, are rolled out to computer software and hardware. A patch is developed to fix/modify the system to create a defense against or eliminate a known vulnerability. The security hole that a hacker would employ to attack a network is then remedied by the patch.

Computer networks and systems where an ongoing patching program is in place are more productive, experience less downtime, offer more protection and compliance. To ensure you are keeping this commandment, maintain accurate and timely records of all hardware and software in use in your organization and put in place a patch management policy and program (often done by an IT resource like IT Radix). Finally, consider testing patches before rolling them out as sometimes they do cause other unintended problems. It is important to note that one simple, yet important, action must be taken in many cases to install patches—restarting your computer or your network. Rebooting also clears temporary problems in addition to fully applying the updates upon restart.

Another way to maintain accord with this commandment is to ensure that no hardware or software in your environment has reached EOL (End-of-Life) status. All products have a life cycle, not just technology products. The cycle is essentially development, introduction, growth, maturity, and decline. When technology nears the final phase of its lifecycle, the software or hardware producer announce an EOL date. Around or on this date, there is no further release of new/updated features and technical support, training, and other support services are no longer available. While everything may still work, EOL products are a security risk of the highest order. Hardware and software that are EOL and attached to the internet are akin to an open door to your network, your data and ultimately to the continuity of your organization.

When it comes to technology, it pays to be "fashion forward" at least in terms of IT security and keeping your systems including all hardware and software up to date. Don't be the last one to update things, be one of the first! IT Radix can help you stay in the forefront of IT security.

Let's Get Vertical

One of Microsoft Edge's unique features is Vertical Tabs, which replaces the row of tabs along the top of the screen for a set of icons that run down the left side instead.

Vertical Tabs are convenient for keeping track of many tabs while minimizing clutter. Each tab is reduced to an icon. When you hover your mouse over the icon, a full bar displays with titles of all your tabs. You have the option to pin this bar so that it remains open all the time.

To turn on Vertical Tabs, click on the ▯ icon on the top left of the screen. Or, you can easily toggle between vertical and horizontal tabs using:
Ctrl + Shift + ,

Vertical tabs get even more useful when combined with Tab Groups that allow you to group related webpages and customize them with a name and color so you can easily navigate and work efficiently.

Vertical Tabs are a great way to stay organized. They maximize your real estate and improve browsing.

Welcome!

A warm welcome to our newest Management and Support clients:

Morris County Chamber of Commerce
PLAN | NJ
Prime Retirement Solutions, LLC
RAH!CFO
Shade Tree Garage

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

IT Radix

We make IT work for you

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Inside This Issue

How to save paper, money, AND our planet.

Be more productive in Edge by using Vertical Tabs.

Does your network security have an open door?

"We don't have to engage in grand, heroic actions to participate in change. Small acts, when multiplied by millions of people, can transform the world."
— Howard Zinn

From the desk of Cathy Coloff

I recently stumbled on the 1990's song, *Anybody Listening?* by Queensrÿche. This song struck me because it challenges you to think for yourself and analyze what you're hearing behind the words—difficult stuff these days with the amount of information available.

There are over 5 million podcasts worldwide. As of this time last year, Nielsen reports there were over 817,000 different TV shows available for viewing. Like many, I listen to or watch my favorite podcasts and TV shows on a regular basis. But upon reflection, how often do I really stop and think about what's being said or portrayed? As a parent of a teenage son, I'm no longer sure of what Alex is being exposed to on his phone, at school and more. So, the best I can do is challenge him to think critically for himself about the information he is receiving.

It's been suggested that I start a podcast or a blog, but I wonder if anybody will really listen or read it. And, if they do, will they think critically or even care about the information I share? As I contemplate the possibility of adding to the plethora of blogs and podcasts, I'd love your feedback on whether I should or not—in other words, are you listening?

Cathy