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In This Issue

- [PDF/A, Can you create one?](#)
 - [Why You Need to Protect Yourself with Two-Factor Authentication—ASAP!](#)
 - [Beyond Bombs: The Military's Cool New Tech](#)
 - [Eliminate Online Distractions with these Chrome Extensions](#)
 - [Designing the Future of IT](#)
 - [Getting the Most Out of Windows 8](#)
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PDF/A, Can you create one?

Rich Kenney, Vice President, TechSolutions, Inc.

There is always something new happening in the court systems of our county, state and nation. If you have to deal with the courts, the question is, “Do you have the time to keep up with all of the changes?” We have learned that starting on January 1, 2013, The United States District Court – District of Delaware will begin requiring all filings to be in PDF/A format as opposed to the old requirement of PDF. And as the acceptance of the PDF/A continues to grow, it is expected that other regulating entities will mandate or recommend its use, which of course will have an impact beyond the legal industry.



So, what is the difference between PDF/A and PDF? The “/A” in PDF/A really stands for Archive. It is a file format that is very similar to PDF, except that it is intended to preserve certain features of the document that PDF does not preserve. An example of one of the differences is font linking vs. font embedding. See the court’s article (http://www.ded.uscourts.gov/sites/default/files/cm-ecf/PDF-A_Info.pdf) or Wikipedia’s article (<http://en.wikipedia.org/wiki/PDF/A>) for further details if desired.

We chose to publish this article now because some of you need to be prepared for January 1, and others

need to be aware of PDF/A, because you may eventually be impacted by this file format. So the **REAL** question is “How do I create a PDF/A document for a court filing or other requirement?” The answer to that depends on many different factors such as the software you use to create PDFs, the age of your copier/scanner machines, and the version of Microsoft Office you are using. So let's look at each of these scenarios a little more closely.

There are many different choices in software when it comes to creating PDF files. I am assuming you are using a relatively current version of Adobe Acrobat® (version 9 or higher). If you use Adobe Acrobat Reader®, you will not be able to create PDF/A documents (nor would you be able to create PDF documents) however, you are able to view PDF/A documents. If you use Adobe Acrobat Standard®, you will be able to create, and subsequently save, PDF/A documents by printing the applicable document to the **Adobe Acrobat Printer** instead of your default paper printer you usually use. If you use Adobe Acrobat Professional®, the Acrobat Standard method will work, however you also have the option of opening an existing PDF and using the **SAVE AS** feature available on the **FILE** menu.

The difference between Acrobat Standard and Acrobat Professional is HUGE in this case. The Professional version saves many mouse clicks, which could translate into saving many hours over a year's period.

The next factor is the age of the copier/scanner machine you use in your office environment. Not all copiers are built equally and not all copiers are capable of using the same software. Each type of copier will most likely require some type of update or modification by your vendor in order to “Scan to PDF/A” instead of “Scan to PDF”. Your copier vendor will be able to provide you with more details and information regarding the scanning process itself and creating PDF/A documents with your device. If your copier/scanner machine does NOT support the creation of PDF/A documents and cannot be updated or modified to create them, you would be best served by scanning to PDF as per your current procedure, followed by opening the resulting PDF with Adobe Acrobat Pro and utilizing the **SAVE AS** feature to save it as a PDF/A document.

Finally, your version of Microsoft® Office will also make a difference. Both Office 2007 and Office 2010 natively support converting an Office file (such as a Word document) into a PDF and PDF/A format. Office 2003 and prior versions do not have that capability. If you are running Office 2007 Service Pack 3, your computer has the capability of creating a PDF/A document that conforms with the accepted standard (<http://www.pdfa.org/news/office-2007-update-to-sp3-worthwhile-for-pdf-a-producers/>). This is also true for any service pack revision of Office 2010.

To create a PDF/A using Microsoft Office 2010, simply follow these instructions:

Click **FILE**

Click **SAVE AND SEND**

Click **CREATE PDF/XPS DOCUMENT**

Click **CREATE PDF/XPS**

Click **OPTIONS**

Check the checkbox labeled “**ISO 19005-1 compliant (PDF/A)**”

Click **OK**

Provide a filename and click **PUBLISH**

Note that these instructions could vary depending on factors such as document management systems or

restrictions your IT department has put in place.

Wrapping up, PDF/A is where all courts are headed regarding future filings and other organizations have started to follow. For law firms, either get your firm in compliance today, or scramble 1 week before the court deadline. As for others, at least be conscious of these changes so you can be better prepared if they eventually affect you. If you find that you need assistance or guidance on this matter, please don't hesitate to reach out to our qualified staff. You can contact us by email (support@techsolutionsinc.com) or by phone (302-656-8324). We will be happy to help you come into compliance with the courts or any other organization.

[Top ↑](#)

Why You Need to Protect Yourself with Two-Factor Authentication—ASAP!

[Slate.com](#) recently ran a frightening story focusing on the travails of Mat Honan, a writer at *Wired Magazine*. As *Slate* reports, in August 2012 a hacker broke into Honan's Apple account, erased the data on Honan's iPhone, iPad and Macbook, deleted his Google account, and took over his Twitter account. This latter attack was particularly upsetting; the hacker used Honan's Twitter account to post racist and obscene comments.



As the *Slate* story says, the story proves that anyone can get hacked, even a journalist for a high-tech publication like *Wired*.

However, the story also provided some good news: There are steps that consumers can take to make it far less likely that they'll suffer Honan's fate. And it all starts with two-factor authentication.

Two-factor authentication

If you don't know what two-factor authentication is, then you're at risk of being hacked.

What happens when you want to access your online accounts? Usually, you just have to enter your email address and a password, right? That's not good enough to deter skilled hackers today.

With two-factor authentication, you must also enter a code that is sent to you every time you try to log onto one of your online accounts. This extra log-in credential could be the one thing stopping a hacker from breaking into your accounts.

How it works

Google has now enabled two-factor authentication for its accounts. To see how this security system works, then, it's helpful to study what Google is doing.

If you own a smartphone, you can install Google's authenticator app on the device. Then when you log onto a Google account, you type in both your password and the code displayed on your smartphone, a code that only you, of course, should be seeing.

If you don't own a smartphone, you can still use Google's two-factor authentication system. You can simply wait for Google to send you a text or voicemail message containing the code you need to complete the login process.

Not widely used

Unfortunately, as the Slate story mentions, not many consumers are using two-factor authentication today. The reason? It's a bit of a hassle. Most consumers want to access their accounts quickly and easily, and entering extra code, or waiting for a text, is not something they enjoy.

But as Honan's story proves, any step that can slow hackers is one that you should consider. Yes, it might take you a few seconds longer to log onto your accounts, but isn't the extra security that two-step authentication provides worth this bit of a hassle?

Read more at ...

- Slate: <http://kbit.co/hacker-defense-tips>
- Google: <http://kbit.co/Gmail-2-factor-verification>

[Top ↑](#)

Beyond Bombs: The Military's Cool New Tech

The military is a major innovator when it comes to developing new technology.

Business Insider recently ran an intriguing feature story about the technology that the U.S. military is currently cooking up. Some of what they are working on might surprise you. In fact, the U.S. armed forces are creating some tech that just might change your life.



The laser gun

Science fiction fans have long wondered when we'd get those cool laser guns from Star Wars and Star Trek. Well, the military now has an operational laser gun, a device known as Excalibur.

As *Business Insider* writes, the Department of Defense has long worried about the damage that conventional weapons can create in urban warfare. That's where laser guns come in. The Department of Defense's DARPA unit is currently developing laser weapons that are 10 times lighter than existing combat lasers. The goal is to one day create 10-kilowatt devices that can be used in precision strikes against ground and air targets.

The doctor is in — your body

DARPA's In Vivo Nanoplatfoms program is developing nanoparticles that can sense and treat illness, disease, and infection all from inside the human body. Yes, that again sounds like the stuff of science fiction, but DARPA is actually moving along rather quickly on this project.

According to *Business Insider*, the nanoparticles sense specific molecules of biological interest. Researchers are currently working on a complete nanotech demonstration on a large animal, the website reported.

Thermal imaging on the cheap

The U.S. military has long relied on thermal imaging technology. But, as *Business Insider* points out, this technology is far from cheap. That's why DARPA is now working on its Low Cost Thermal Imager manufacturing program.

This program, as its name suggests, is attempting to dramatically lower the cost of thermal imaging technology. DARPA would like to one day see thermal imaging machinery in cell phones, eyeglasses, drones, helmets, and rifle sights.

Read more at Business Insider: <http://kbit.co/DARPA>

[Top ↑](#)

Eliminate Online Distractions with these Chrome Extensions

We understand: You sit in front of your computer all day long, typing reports, answering email messages, and creating presentations. It's difficult to resist the temptation to run over to TMZ.com to catch up on the latest celebrity gossip.

But all those side trips to the Internet's guilty pleasures can add up to a lot of wasted time during the day. They can cut into your productivity, something your boss won't appreciate.



Fortunately, if you use the Chrome web browser, you can add several extensions designed to keep the Internet's distractions from cutting into your workday.

The *Huffington Post* recently took a look at the best distraction-blasting Chrome extensions. Use these and you just might be surprised at how productive you can be.

Stay Focused

The Post story rightly starts with Stay Focused. This add-on places a time limit on all those time-wasting websites that you like. Once the timer on each site runs out, it will remain blocked for the rest of the day, preventing from clicking on CNN or The Onion for an anti-productivity visit.

Cool Clock

If your lack of focus causes you to miss too many meetings or lunch dates, add Cool Clock to your Chrome browser. This add-on comes with a clock, calendar, alarm, timer and hourly desktop time notifications. As the *Huffington Post* says, it's designed to make sure that you no longer miss any important appointments. You can also set Cool Clock so that it reminds you of the most important tasks you need to complete during the day.

Last Pass

How much time do you waste trying to remember your password to Gmail or to your online banking website? Last Pass, another nifty Chrome add-on, can change all this. This extension allows you to easily manage and monitor the many online passwords with which you have to contend. You'll be surprised at how much more time you'll have once you eliminate those pesky attempts to remember which passwords have numbers and which ones have capital letters.

Turn off the Lights

Sometimes we have to watch rather boring videos as part of our jobs. It can be hard to focus on those videos when there are so many distractions online and on your desktop. That's where the Chrome extension Turn off the Lights comes in. As the *Huffington Post* says, this add-on keeps your media player bright but dims everything else on your screen. Use this extension, and you'll have no excuse for drifting from that corporate video.

Read more at HuffPo: <http://kbit.co/chrome-extensions-productivity>

[Top ↑](#)

Designing the Future of IT

Personal computing has changed dramatically in the last decade. We now watch movies on our phones. We carry our entire record collection in tiny iPods. And the tablet revolution is changing the way we consume our news, communicate with our friends, and watch our favorite television shows.

But what about business computing? The good news is that advancing technology is changing the way we use computers at work, too. In fact, changes in workplace computing are occurring nearly as fast as they are in the world of personal computing.

The editors at InfoWorld took a look at some of the technology that is exerting the biggest impact on business computing. Here are some of their finds:

HTML5

As InfoWorld says, HTML5 looks similar to traditional HTML. But HTML5 actually allows users to accomplish so many more tasks.



For instance, with HTML5 users can take advantage of video and local data storage capabilities. HTML5 also looks to be the go-to language for web developers as Adobe ends its development of mobile Flash.

Working together with continuous build tools

InfoWorld also points to the growing popularity of such continuous build tools as Jenkins and Hudson as dramatically changing the world of IT and business computing. Continuous build tools allow technicians to work together for the betterment of a company.

As InfoWorld writes, these tools put code through a continuous stream of tests and then send alerts to developers about any problems with this code. This keeps all developers working toward the same goal, InfoWorld says.

Beyond JavaScript

JavaScript is, as InfoWorld says, the most commonly used code in the computing world. However, today's high-tech developers are looking for replacements. Many are even debating the merits of building entirely new languages, codes that fix all of the troubles that come with JavaScript.

Because of this, translated code has become popular in business computing. Many developers are turning, for instance, to CoffeeScript, which automatically inserts JavaScript's punctuation into code.

Of course, this is just a small sample of how business computing will change in the coming years. It will be interesting, though, to watch exactly how quickly changes come to the important business-computing arena.

Read more at InfoWorld: <http://kbit.co/future-of-IT>

[Top ↑](#)

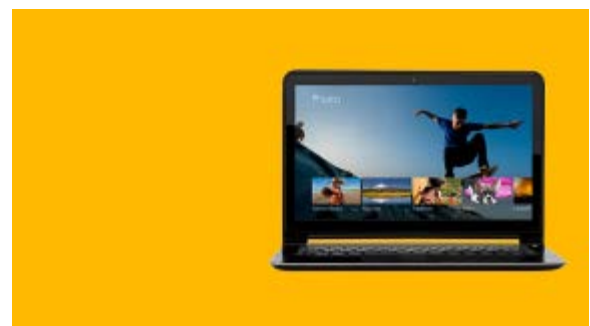
Getting the Most Out of Windows 8

The new version of Microsoft Windows, the simply named Windows 8, hasn't yet hit the market. But that doesn't mean that the tech press hasn't already combed through the software.

That's good news for you: The editors at computing publications across the Internet have already given Windows 8 a test drive. And these editors are now publishing their findings online. It's a great way for new users to learn the ins and outs of this new operating system.

For instance, *InfoWorld* writer J. Peter Bruzzese recently wrote about several nifty features of Windows 8. Here's a quick look at some of what Bruzzese found:

The charms bar



Windows 8 comes with a side navigation bar called the charms bar. It becomes visible on the right side of the screen when users click or swipe there. Once it's visible, the bar allows users to take advantage of a wide range of shortcuts.

As Bruzzese writes, users can click or tap the "Settings" option and then click on "Power" to put their computer to sleep. The charms bar has settings for searching, sharing, and switching to the Windows 7 desktop.

Retrieving lost files

What's worse than losing a file? Not much when it comes to computing. Fortunately, Windows 8 can help.

The operating system comes with a new way of saving copies of files that lets users retrieve previous versions if their current file is lost or damaged. As Bruzzese says, this feature works in much the same way as does OS X's Time Machine utility.

Windows on the go

Here's a particularly nifty feature: With the Enterprise Edition of Windows 8, users can put their entire Windows environment on a USB drive and then take it with them. They can then pull it up on any PC that is compatible with Windows 7 or 8.

Windows Reader

Windows 8 also comes with the Windows Reader app. This app lets users open PDFs and highlight paragraphs or use the stylus on a tablet to make notes directly on the PDF.

Read more at InfoWorld: <http://kbit.co/windows-8-tips>

[Top ↑](#)