Another Employee Movin' on Up!

For the second time in as many months we are pleased to notify you about another promotion. Walt Samuels has advanced to the position of Network Technician. He was initially employed by TechSolutions in 2007 as a PC Technician II. TechSolutions' President, Rick Monnig, said, "What Walt brings to the table is a determined and driven approach to tackling client issues and projects. These qualities will continue to serve us and our clients well as he takes on more complex assignments."

Graduating in 2005 from Delaware Technical and Community College with a degree in Construction Management Technology, Walt continued his education at ComputerTraining.com, graduating in 2007 and, through self-study and hard work, subsequently achieved his Microsoft Certified Systems Administrator certification.

He was born in Delaware and graduated from Christiana High School in 2000. His passions include flag football, baseball, cars, and traveling. He is an avid Phillies fan as evidenced by his bobble head collection, is a very skilled photographer and someday dreams of owning a Lamborghini. He resides in Middletown with his wife Latasha, son Walt, daughter Aniya and dog. His ever present smile and infectious laugh make him a pleasure to work with and endear him to our staff and clients.

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How to Set Up Your New iPad

Move to the head of the class by getting your new iPad all set up and ready to go! **Here's how.**

I. On your computer, either download iTunes or check for updates

If you don't have iTunes:

1. Visit http://www.apple.com/itunes/download/

2. Follow the prompts

If you already have iTunes on your computer, make sure you have the latest version.

Updating iTunes on a PC:

1. Click Start > Active Apple Software Update

2. Follow the prompts

Updating iTunes on a Mac:

1. Open iTunes. From the iTunes menu, choose 'Check for Updates'

2. Follow the prompts

II. Connect the iPad to your computer
Remove your new iPad from the package and connect it to your computer with the synch cable that came with the device. Pause to admire the attention to detail in the packaging . . . .

III. When prompted, click the "Set Up as a New iPhone/iPod/iPad" radio button

IV. Choose your synching preferences
Tell iTunes whether you want to automatically synch music, photos, apps, or all of the above to your device.

V. Click the "Done" button and wait for device to synch.
This may take a few minutes. Be patient!

VI. While it's charging, play around!
Shop for cool new apps from your device by tapping the blue App Store icon.

10 Simple Keyboard Shortcuts You MUST Know to Be Productive

Every time you shift between your keyboard and your mouse, you lose a little time. This lost time adds up. The more you can keep your fingers on your keyboard, the more efficient you will be! Here are some great shortcuts to learn for both PC and Mac.

On a PC:

1. Copy a selected item: Ctrl+C

2. Cut a selected item: Ctrl+X

3. Paste a selected item: Ctrl+V

4. Undo an action: Ctrl+Z

5. Undo an undo: Ctrl+Y

6. Select all: Ctrl+A

7. Print: Ctrl+P

8. Toggle between open windows/applications: Alt+Tab

9. Clear away everything and show the desktop: Windows logo key+D

10. Quit a unresponsive application with Task Manager: Ctrl+Shift+Esc

On a Mac:

1. Copy a selected item: Command+C

2. Cut a selected item: Command+X

3. Paste a selected item: Command+V

4. Undo an action: Command+Z

5. Undo an undo: Command+Z

6. Select all: Command+A

7. Print: Command+P

8. Toggle between open windows/applications: Command+Tab

9. Clear away everything and show the desktop: Function+F11

Quit a unresponsive application: Option+Shift+Command+Esc (hold for three seconds)

Bonus: **3 Varsity-Level Keyboard Shortcuts**

On a PC:

1. Search for files and folders: Windows logo key+F

2. Capture an image of your screen: Print Screen

3. Toggle between tabs in a web browser: Ctrl+Tab or Ctrl+Shift+Tab

On a Mac:

1. Search for apps, files and folders: Command+Space

2. Capture an image of your screen: Command+Shift+3

3. Toggle between tabs in a web browser: Control+Tab

Next Steps: **Create a Keyboard Shortcut to Open a Specific Application**

- On a PC

- On a Mac

Find Out What Google REALLY Thinks of Your Business's Website

How well is your website doing? If you want to learn what Google thinks (and sees), follow these steps and find out.

1. Go to Google.com

2. Enter *info:{yourdomain.com}*

3. See what juicy information Google has about your URL!

Are you easy to get to know?
Look at Google's cache of your site and click "Text-only version." You'll see a stripped-bare version of your home page, which is closer to what the Google spiders see. What stands out? Are the headings descriptive of your business?

Are you memorable or forgettable?
Does Google think your site is worthy of regular re-visits? Check the cache. When was the last time Google's spiders crawled your site? (Look for the date at the top.) Yesterday? Last week? Last year?

Are you popular?
Check to see how many sites link to your website.

Do you hang with the cool kids?
Check to see which sites Google thinks are similar to yours.

Are you dull or interesting?
Check the list of web pages Google has deemed worthy of indexing. How complete is the list? Which pages are in the top 3?

Who is talking about you?
Check to see which sites mention your name.

Next Steps: Use This Information!
Once you have an idea of what Google thinks of your site, you have the information you need to improve it and win the affections of the almighty algorithm.

1. Lure Google's spiders back to your website by updating it regularly

2. Feed the spiders relevant information with descriptive title and heading tags

3. Pursue one-way link love from other high-quality sites
   (**note:** reciprocal links cancel each other out)

4. Get people talking about you (in a good way)

Good luck!

Switching to Google+? Bring Your Facebook Friends with You!

It's not surprising that there's no direct way to export Facebook contacts to Google+ (Facebook and Google aren't exactly on the best terms).

But if you're curious about Google+ and you don't want to start from scratch, Lifehacker has identified a pretty easy workaround that lets you gather your Facebook friends and feed them into your new Google+ account.

Step1
Set up a free Yahoo email account (if you don't have one).

Step 2
Inside your Yahoo account, import your Facebook contacts.

Step 3
From your Google+ account, import your Yahoo contacts.

Voilà! Check out the complete Lifehacker post to learn how to migrate photos and videos from Facebook to Google+.