

Innovations

Fun Facts for Summer

- ∞ Americans consume about 3 billion pounds of watermelon each year
- ∞ Thermophobia is a fear of heat
- ∞ One out of every five ice cream eaters share their treat with their dog or cat.
- ∞ A shark is the only fish that can blink with both eyes.
- ∞ Starfish don't have a brain.
- ∞ Butterflies can taste with their feet.

How To Clean Up Your PC This Summer

Did you know your computer keyboard has more germs on it than the average toilet seat? Pretty gross. But aside from the health hazards of a dirty workstation, all that dust and dirt can actually make your PC overheat and inhibit proper performance. If you missed out on spring cleaning, there's no time like the present to rescue your desktop from all that grunge.

For this project, regular old Windex and Mr. Clean are taboo. Make sure you have the right tools before you get started. We recommend:

- ◆ A can of compressed air
- ◆ Antibacterial wipes
- ◆ A cleaner designed specifically for computer monitor screens
- ◆ A soft, lint-free cloth
- ◆ A small vacuum

First, turn your computer off. I recommend starting with your keyboard because that is the easiest to clean. Hold your keyboard vertically over a trashcan while you use the can of compressed air to blow out the dust and crumbs trapped down in between the keys. Then use an antibacterial wipe to clean the tops of the keys only. Make sure you don't drip the liquid down into the keyboard, and never spray it with any type of cleaner. While you're at it, give your mouse a good cleaning too.

For those who are germ phobic, you can purchase keyboard and mouse sets that have an antimicrobial coating to inhibit organic growth. This may be a good idea for public PCs or those that are shared by multiple users.

Next, clean your monitor screen. Before

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Want to sit on a ball?

The perfect office chair is hard to find, so some people are sitting on an exercise ball instead.

Google displays the 18-inch to 30-inch balls in its recruiting videos available online. Other companies are allowing workers to bring their own balls or ball chairs to work for personal use.

Manufacturers say sales are up sharply. The ball made an appearance on the TV show "The Office" and has become a hot executive option for comfort.



Those using them instead of a chair say they take pressure off the spine, improve posture, balance and concentration.

[Http://www.sissel-online.com](http://www.sissel-online.com) sells the TheraGear Executive Ball Chair for only \$179.95. This chair is ideal for the office environment and has all the benefits of a standard office chair; an adjustable backrest, swivel base and rolling frame so you can stay mobile.

Of course, you could purchase just the ball and pump for under \$100 but you do run the risk of rolling off the ball and landing on the floor at any given time.



How To Clean Up Your PC This Summer...

(Continued from page 1)

you clean your monitor, turn it off; it will be easier to see fingerprints and smudges.

NEVER spray Windex or a regular household cleaner directly onto your monitor. The liquid could seep down through the edges of the monitor and cause irreversible damage. Instead, use computer cleaning wipes that can be purchased at any computer or electronics store. If you don't have these wipes available, you can use a diluted 50-50 mixture of water and isopropyl alcohol. Spray a little bit of this mixture onto a soft, lint-free cloth and wipe the screen carefully. Again, make sure the cloth is slightly damp and not wet or the water can enter the monitor and damage the circuitry.

Now for the really dirty part: your computer's fan. This is the most serious dirt-related threat to your PC. Dust constantly gets sucked inside the case while your computer is running and, over time, it will cling to and clog your power-supply and cooling fans, causing them to slow down or fail completely. If and when the fan stops working, your PC will overheat and cause component failure and ultimately, data loss.

Once again, grab your can of compressed air. Remove the case lid and you'll see the various fans and incredible dust bunnies clinging to them. Using short, powerful bursts, blow the dust through the internal slits so it exits to the outside of the case. Make sure to spray the compressed air in short bursts, keeping the can upright and the tube at least a couple of inches from the hardware. You may want to use the vacuum to suck up the dust you blow out onto the carpet, **BUT BE CAREFUL!** Vacuums create static electricity, which is deadly to sensitive electronic components. Don't stick your vacuum hose inside your PC to clean up the dust or you'll risk damaging the sensitive electronic components.

You can buy battery-powered vacuums made specifically for electronics, but for the price, compressed air will work just as well. Just make sure you power down your computer and unplug it before you start cleaning it.

After you are done, check all the cables and plugs inside your PC to make sure you didn't knock anything loose during cleaning and turn it back on.

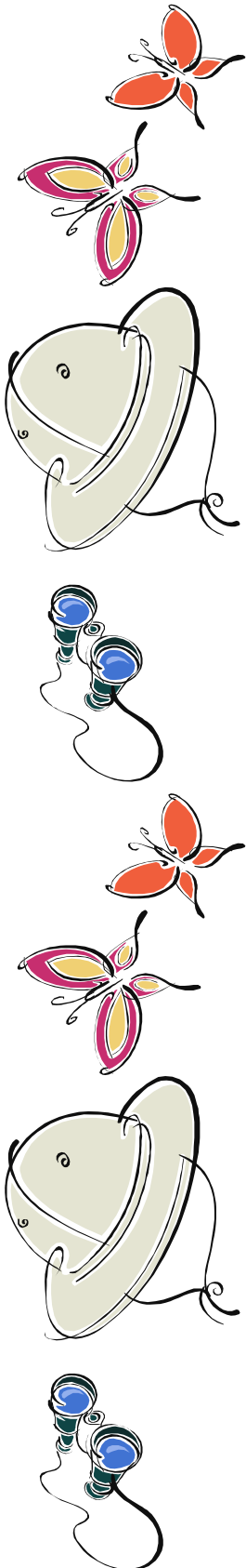
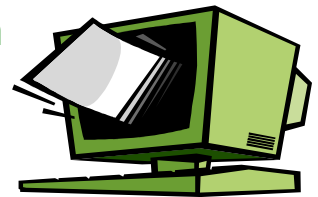
How To Instantly Do Any Job Faster With FREE Done-For-You Templates

Using templates can really speed up any job.

At <http://office.microsoft.com/templates>, you can search and download hundreds of free templates ranging from inventory sheets, time sheets, to business cards and envelopes. You can even find newsletter templates just like the one you are reading!

If you are looking for web site templates, check out www.templatemonster.com. You can search through hundreds of web site templates by style or category. You have the option to buy a copy for as little as \$62, or buy a "unique" copy for \$2,500+.

What's the difference? A unique copy removes the template from their library so no one else can purchase that template. The downside is that others BEFORE you have downloaded it, and they still get to legally use their copy. Plus, you'll need help from a web designer to post the site and make it work. The upside is that you can get GREAT design ideas for nothing, or shortcut the number of billable hours your web designer has to spend on creating a template from scratch.



How Long Are You Going To Put Up With That Slow Computer That Is Always Crashing, Acting Crazy, and Giving You Problems?

Tiny, consistent computer problems are usually a warning sign of a much deeper problem. That's why we insist that all of our clients enroll in our IT Protectorate program. Viruses, hackers, spyware, hardware failures, and software corruption are a constant threat to your network and the precious data it holds. Ignore basic maintenance and your system will frequently crash, run slow, and put you at risk of losing data and expensive downtime.

Why should you care about this?

Because there are a number of ways hackers and viruses can access your network—undetected—to embezzle your private information, steal your identity, and use your network as a conduit for spreading spam, viruses, and even illegal software. Tape backups have a failure rate of 100% - that means all tape drives will fail at some point without warning. You don't want to find out that your backup was not working the day after your hard drive was erased. Hardware failure and software "glitches" can corrupt your data making it useless. When this happens, you

can end up spending thousands of dollars in emergency recovery services. Plus, all the tiny technical problems can end up pulling you away from your work for hours.

To make sure these disasters don't happen, there are system checks that should be done on a regular basis to secure your network and keep it up and running. Since most business owners don't have the time or expertise to perform this regular maintenance, we offer the IT Protectorate program to constantly monitor and maintain your computer network. Not only will your network be more secure, but we'll save you the time and aggravation of dealing with computer problems.

To find out how our IT Protectorate program can help your company, call us at 702-869-3636 or send an e-mail to Tom Andrulis at toma@itsasap.com. The first 12 people who call this month will receive a FREE Problem Prevention Network Audit (\$197 Value) and a \$5 Starbucks gift card!

**Get a FREE
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Are Your Co-Workers Stressing You Out?

It seems like every office has at least one jerk, loudmouth, or snooping pest that drives everyone crazy.

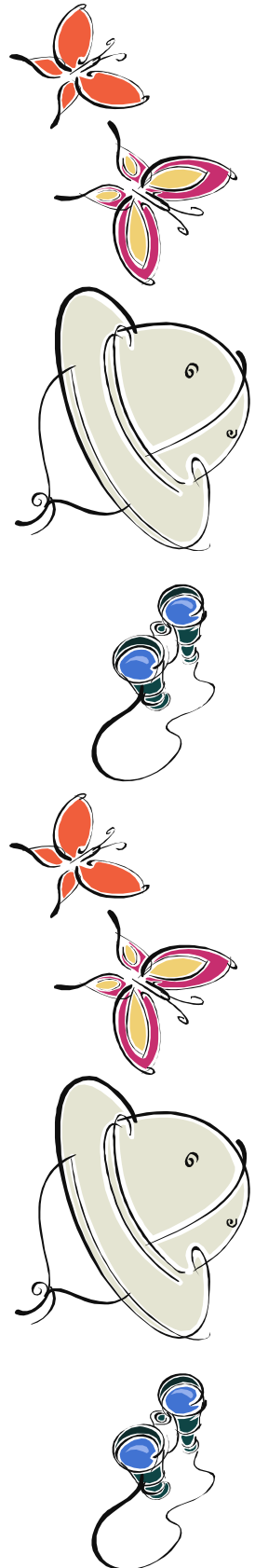
Even if they are only mildly annoying, interacting with them on a daily basis can be incredibly stressful.

What are some of the things that co-workers rate as the most annoying? Loud cell-phone talkers, habitual space-invaders, and general rudeness and inconsiderate behavior towards others.



According to one ABCNEWS.com story titled, "Trapped in co-worker hell," co-workers' annoying habits are the #1 source of workplace stress (survey by www.truejobs.com).

Nearly 60% of the 2,200 who responded tagged bad habits and manners of co-workers as the cause of stress that negatively impacts their work relationships, and 40% said that annoying co-workers have led them to seek new jobs.





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Backup Alert To All iPod Users

If you've been an iTunes and iPod customer for any length of time, you'll quickly rack up the number of songs, videos, and audio books in your library. And in no time flat, you can end up spending a small fortune.

But be warned! Most iTunes customers don't realize that Apple will NOT allow you to re-download the music you've paid for, even if you lose every file because your computer dies, gets fried, infected, or destroyed.

If you don't want to risk losing the purchases you've made, then make sure you back them up. Here's how:

First make sure you have some blank CDs or DVDs ready to go, then do the following:

1. From the iTunes File menu, choose Backup to Disc. A dialog box will open up giving you an option to do one of the following:

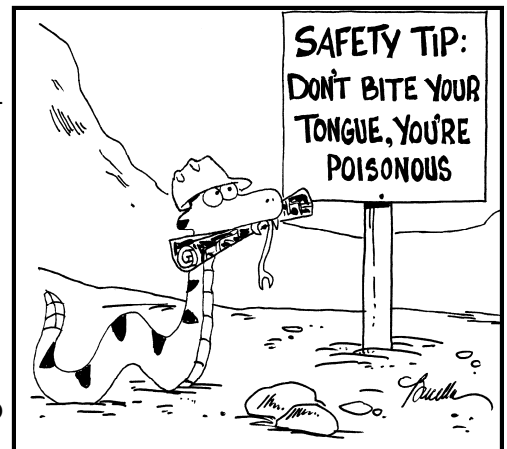
- ◆ Back up entire iTunes library and playlists (to backup everything)
- ◆ Back up only iTunes Store purchases (to backup only your purchases)

If you have previously backed up your library, and only want to backup the changes, check only back up items added or changed since last backup.

Click "Back Up" and wait for the CD drawer to open.

Add a disc each time iTunes asks for one. If your library won't fit on a single disc, iTunes will ask one at a time for as many discs as needed and write your library to them.

Make sure you store your backups in an off-site location. If your office catches on fire, gets burglarized, or destroyed by a flood, faulty sprinkler system, or violent storm, they'll go down with your PC.



Sleep Easier With Automatic Off-Site Backup



Off-site backup service from ITS eliminates the risk of fire, flood, theft, hard drive failure, or even human error! Your precious data is automatically and securely sent across the Internet to your house or our backup server. In the event that you need to restore a file within the last 30 days, you can retrieve it in less than five minutes.

Try that with a tape drive!

The best part is you don't have to do anything. It happens automatically in the middle of the night. No swapping tapes, no remembering to hook up the backup drive. Even on holidays! And it's secure enough for health care/HIPAA companies, law firms, and other sensitive data.

So, you can focus on what really matters... your business.

Included in our unlimited support service plans!