WE LOVE OUR CUSTOMERS!

David and I just had an extraordinary weekend. We went to NY to visit my brother and his beautiful family. There is certainly a lot to be said about taking a couple days off occasionally. We spent quite a bit of time in the car traveling there and home. On this drive a lot of reflection was done and once again we just feel so overwhelmed by our clients.

Many of you have been with us for such a long time and some of you are new to our Szymanski Consulting Family. We hope you realize how much we appreciate you.

If you have any suggestions for our newsletter or products you would like to see us selling, please let us know.

Referral Incentives

This past month we became a SOPHOS partner. If you are interested in finding out more information about SOPHOS there is a brief article on page 3, or, we would love to come and talk to you about it.

Do you have a referral for us? We are always looking for great new customers. Keep in mind we have referral incentives.

Are you a golfer? We are involved in two golf outings this summer . Both of them are very important to the community and we hope you can help in one way or the other. There is an article in here that I hope you will take time to read.

We are always looking for ways to improve, if you feel we need to improve on something please let us know.

Thank you again for your business and as always if there is anything we can do let us know.

Cathy & David

Did You Know?

We use our keyboards numerous times a day. But how often do we wash our keyboards? Think about it, we touch our keyboards and then we rub our eyes or eat something, all ways to easily transmit bacteria to a keyboard then into our body. How much bacteria do you think is on your keyboard? According to a University of Arizona study, **the average keyboard has 400 times more bacteria than a toilet!** There is technology available for infection prevention? The need for cost effective products and services has become more important than ever before.

Szymanski Consulting, Inc. has partnered with a company to provide a full range of technology products that mitigate the risk of cross contamination infections in communal environments. The waterproof keyboards, mice, and mobile device solutions combine with antimicrobial product protection to create the most complete infection control solutions available. The approach to infection control involves thee main categories:

1) Manufactured Products: Uniquely washable and antimicrobial solutions for everyday use.
2) Antimicrobial Solutions: Silver Seal Protection uses EPA-registered, cost effective antimicrobial additives.
3) Engineering Services: for the best and most cost-effective processes and procedures.

If you are thinking these items are just for Hospitals, Long Term Care Facility's, and dentists offices, you will find this interesting. The highly contagious **norovirus (stomach flu) can be passed from one person to another through contact with commonly shared items such as keyboards, and mice.**

How do you keep you and your loved ones safe from keyboard germs? Wash your keyboard. Sounds crazy, we know-it's difficult to find an electronic device like a keyboard to be washable. However; these products I am talking about are 100% waterproof, **dishwasher safe** and some   models include antimicrobial product protection. We would love to talk to you about these products.

Call us today for a demo!

EASTER HUMOR

Why is Easter like whipped cream and a cherry?
Because it's always on a sundae!

How does the Easter Bunny travel?
By hare plane!

How does the Easter Bunny keep his fur neat?
With a hare brush!

What did the rabbit say to the carrot?
It's been nice gnawing you!

How do you know carrots are good for your eyes? Have you ever seen a rabbit wearing glasses?

How did the soggy Easter Bunny dry himself?
With a hare-dryer!

How does a rabbit keep his fur looking good?
With hare spray!

Why did the bunny go to the dance?
To do the bunny hop!

What kinds of books do bunnies like?
Ones with hoppy endings!

Why is a bunny the luckiest animal in the world? Because it has four rabbit's feet!

What did the rabbits do after their wedding?
Went on their bunnymoon!

Why was the Easter Bunny so upset?
He was having a bad hare day!

Why can't a rabbit's nose be 12 inches long?
Because then it would be a foot!

FORE

David and I belong to boards of a few non-profits in Erie. Two of the boards are having golf outings. The first one is **Community Shelter Services** (homeless shelter) this golf outing is at Lakeview in Northeast on Monday, June 10th. The second one is for **Auto Racers for Kids**. This year funds raised will go to **CASA of Erie County**, **Trinity Center** and **Safe Haven**. This golf tournament is at the Lower Course of Peak n Peak on July 11th.

Please contact Cathy for more information on how you can help.

Five Easy Ways to Spring Clean Your Computers for Maximum Performance

With Spring in the air, now is a good time to do an annual clean up of the computers, servers and electronic equipment in your office, both inside and out. Failure to thoroughly clean your computers and servers at least once or twice a year will result in decreased performance and possibly even system failures.

Here's Why:
Dust clogs the computer's cooling system causing it to heat up, damaging sensitive electronic equipment. Dust can also cause fan noise and (believe it or not) slow performance!

Crumbs and dirt in your keyboard can cause keys to stick and crunchy sounds when typing. Plus, it's just gross and unhealthy; do you know there are more germs on our computer keyboard than the average public toilet? Even dust, fingerprints and dirt build-up will make your computer monitor dim and fuzzy.

The physical "dirt" is only the beginning…

Here are five quick steps you can take today to clean up your systems and improve performance:

1.) Use Disk Cleanup to delete temporary files, unused programs and any other file taking up space and slowing things down. (Start >All Programs> Accessories> System Tools> Disk Cleanup)

2.) Defrag your hard drive to speed up access to yoru data. (Start > control Panel > System and Security> Administrative Tools > Defragment your hard drive)

3.) Update your spyware and antivirus software with the newest definitions. The internet changes fast. Having outdated security can slow you down dramatically.

4.) Make sure you have the latest security patches and updates installed and configured properly.

5.) Check your backups and conduct an emergency "restore" of the data. Remember the best tim to check your backups is when you DON'T desperately need to recover your data.

WANT US to Spring Clean your Computer Network? Call us for any service and we will be happy to work with you.

Tips and Tricks

Control - Most of you will have heard of CTRL + c and CTRL + v to copy and paste text but you can also use the shortcut 'CTRL + a' to select all of the text in a document. Hold down the CTRL button first, continuing to hold when you press the 'a' key. Others are **CTRL + b,** *CTRL + I*, CTRL + u.

Selecting noncontiguous text - If you need to select two or more words that aren't together (i.e. non-contiguous) in a sentence or two individual paragraphs from a whole document you can use a combination of the CTRL key and the mouse. Highlight your first selection, press and hold the CTRL button, and choose your second selection.

Add a Comment Box – When a document is sent to you to proofread, don't waste your time writing a lengthy email detailing all the horrendous mistakes you found; mark up their Word file instead. Highlight a portion of text, click the Review tab in the Ribbon bar, and select New Comment.

Insert Screenshots into Word – A new feature in Word 2010 is the ability to glue screen grabs right into the document you're working on. Just use the Print Screen key as normal to grab an image, and then go to Insert > Illustrations > Screenshot.

Password Protect Work Documents – Working on something that you're not ready to share just yet. Just lock your docs. To password protect a Word document, click on File > Info > Protect Document > Encrypt with Password

Is Microsoft's New Cloud Based Office Licensing Model Going To Affect Your Business?

Microsoft announced earlier this year that they are going to place all of their Microsoft Office desktop and cloud-based Office 365 software applications under one umbrella in a renewed effort to push their cloud-based subscription model. Microsoft will still sell their existing desktop versions, but these will not be as "fully featured" as the upcoming cloud-based versions (note that any Microsoft software that ends in 365 is their cloud based software). It's becoming very apparent that whether you're a home user or a large company, Microsoft wants you to buy the cloud version of their products going forward. If you don't want the cloud version on a monthly subscription, you'll have to settle for a dumbed down version of the product instead.

Here's what this potentially means for you:

- The new "Office" family covers all different editions of Microsoft Office, from Student and Home Editions to the most powerful tools that Microsoft offers.

- You will now be able to shift your budget dollars from one time or annual license purchases to an ongoing monthly operating expense, thus evening out cash flow.

- Things should be getting easier for you to manage. Whether you are starting from scratch or updating software licenses for your office, you'll be able to get everyone running on Office, Exchange, Sharepoint, Lync, Word, Excel and even Skype under one single license.

- Microsoft is also preparing a half-dozen bundles for Office and Office 365, many aimed at small business.

Shiny New Gadget
Ultra-Small Bluetooth Location Stickers

With Stick-N-Find, never lose your keys again, find your remote control, track your luggage or kddo a virtual leash on your pet fluffy so that you can get notified when they go too far away.

About the size of a quarter and 0.16 inches thing, you can stick these just about anywhere! Stick them to any device, person or animal and find them with your smartphone.

With an Apple iOS or Android app, you can view your misplaced items on a radar screen and decide if you would like to have it buzz, flash or do both. Or create a "virtual lease" with the sticker-it that sticker moves away more than a selected distance, your phone will alarm you. Lastly, "Find It" alerts allow you to be alerted when your lost item comes in range of your phone.

Stick N-Find Stickers have Range of about 100 feet with a battery that last for over a year.

Find out more at www.sticknfind.com FYI; nobody at Szymanski Consulting, Inc. has used this product, I just found it interesting. I am very good at losing my car keys and thought this might help me. However; I have not tried it as of today.

BYOD or COPE? Do You Allow Your Employees To Use Their Own Devices For Work?

The evolution of personal mobile devices and the rise of how necessary they are to business successes these days are forcing many small business owners to make a choice. BYOD or COPE? Or "Bring Your Own Device" vs. Corporate Owned, Personally Enabled.."

The Typical Solution-BYOD According to a study 89% of small business employees use their personal mobile devices for work. But the headache involved here is how do you support and secure all of these devices? The scary thing is that most small businesses done even try! The survey found that only 1 in 5 small businesses have deployed (or plan to deploy) any systems for managing and securing employees' personal devices.

The Alternative - Is COPE Any Better? A minority of small businesses has implemented a Corporate Owned, Personally Enabled ("COPE") policy instead. They buy their employees' mobile devices, secure them, and then let employees load additional personal applications that they want or need. And the employers control what types of apps can be added too. And the "personally enabled" aspect of COPE allows employees to choose the company-approved device they prefer while permitting them to use it both personally and professionally. COPE is certainly more controlled and secure, but for a business with a limited budget, buying devices for every employee can add up pretty quick. If you go the COPE route and are large enough to buy in volume, you can likely negotiate substantial discounts.

Security Concerns With BYOD. If you have client information that must be kept secure or other industry specific regulations regarding the security of client data, then COPE is likely your best approach. It takes out any gray area of whose data is whose. Plus there is a certain comfort level in being able to recover or confiscate any device for any reason at any time to protect your company without any worries of device ownership.

Advice For BYOD Companies. Despite the numerous advantages of COPE, most small businesses will still choose BYOD because it can save them money. Here are 2 of Lawrence Reusing's (GM of mobile security at Imation) important rules for BYOD. Consider these when creating your mobile device policy.

1. Assume employees will use personal devices on the corporate network even if they are told not to. 50% of employees use personal devices to take confidential data out of companies every day.
2. Assume employees value convenience more than security. If your policies are inconvenient, employees will work around them.

What is SOPHOS?

We are very proud to be a SOPHOS partner. SOPHOS is focused on delivering the best IT security and data protection for businesses. SOPHOS offers a unique proposition, a complete security without complexity solution. The products protect organizations everywhere from the network gateway, to servers and endpoint computers, to data in the cloud and users personal mobile devices.

Complete security, without complexity means better protection with more visibility and easy-to-deploy security innovations, all from one of the industry's most established vendors, whose singular focus is security.

Let's face it our networks are getting more and more complex every day. So are the products that are out there to protect you. You have one product to take care of your network, another product to take care of encryption and another one to secure your confidential information and help you comply with regulations.

SOPHOS protects your network, servers, data endpoints and mobile devices. The complete security protects everywhere from your users and all their devices, to your network and servers. Since it is all from SOPHOS, it is one license and works better together.

Call Cathy today to find out more information about SOPHOS. She would love to give you a quote.

Thinkpad Tablet 2

Everything you can do on a laptop you can now do on a tablet. The ThinkPad Tablet 2 combines what you love about both devices, into one productive, mobile and reliable device. It really is the tablet you've been waiting for. Call us today for a demo!

1. Thin and light design
2.) All-day battery life
3.) Always-on connectivity
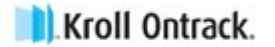4.) Smooth multitouch convenience
5.) Windows 8

"Nurse, get on the internet, go to SURGERY.COM, scroll down and click on the "Are you totally lost?" icon."

Taking Referrals

Do you have anyone you would like to refer to us! We have a referral program that we would love to share with you. Please email Cathy today to find out more information.

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