szymanski
CONSULTING

WE LOVE OUR CLIENTS

February is such a sweet month, sorry for the pun but it really is. Our days get longer, people are happier, stores have beautiful heart decorations all over. I love February!

At Szymanski's we LOVE our clients. We hope you know how much we appreciate your business and how much we appreciate you.

We Love February!

We recently sent out some survey's to a few of you and were so thrilled to read the results. Thank you to all of you who completed the survey. We appreciate all the comments and will continue providing the absolute best technology and services to you and your company.

Have noticed we are providing tips in our newsletters. We hope you are finding them interesting and useful. If you have some tips you would like to share with our readers, please let me know and I will use them in the next newsletter.

If there is something you would like us to write about, please let me know.

I really hope you take time to read the articles in our newsletter. Especially the article on disaster planning and backups is very important. If you are not doing off site backups, please give us a call so we can set up a meeting to come in an talk to you about this very important subject.

Have you seen our weekly videos? What would you like to see in our videos. We are having a lot of fun doing them and hope you are enjoying them too.

We hope you have a great month and if there is anything we can do to help you, please let us know.
Cathy & David

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AIRPORT SECURITY

ANDERSON

"He was trying to get on board with these."

Network and Data Security Solutions

Hackers, malware and computer viruses are among the many threats to your network and data security. Your data and information is at risk as well as your private customer information. But with the availability of e-mail, flash drives, and a general lack of knowledge about security, nothing puts your data and network at risk more than human error.

With a Computer Data Security solution from Szymanski Consulting,, you can stop worrying about your data security and focus on running your business.

With a custom security solution from Szymanski Consulting, you can expect:
• Increased profitability and confidence in complete data security management.
• Virus and spam protection, with a solution that protects against everything from online predators to malware.
• A reliable expert on your team, working to create a custom safety solution for your needs.

Szymanski's have developed a network audit that allows us to come in and spend time with you and your employees. We will find out where your pain points are and prepare a report for you stating all of the opportunities' you have on your network.

We would love to come in and talk to you about the security of your business.

What To Do When Your Inbox Is FULL Of Important Messages You Don't Want To Delete

There's no doubt about it: e-mail has become the single most important communication tool for businesses. But messages pile up quick, taking up storage space that can be expensive to back up. And since deleting everything isn't always an option when certain threads contain important info about projects, contracts and client communications, the smartest option it to archive your inbox.

Archiving is simply a process of removing old (but important) e-mails from your "active" inbox and folders to a compressed, encrypted backup, freeing up space in your inbox and preserving your e-mails should you need to dig them up at some point in the future. Should you archive? The answer is "Yes" for 3 important reasons:

1. **Compliance Regulation:** Obviously some businesses, such as medical offices and financial institutions, are affected by this more than others. However, all records pertaining to a company's activities are subject to compliance regulation, including employee records and communications, e-mail threads discussing contracts or other negotiations and financial documentation. It's inevitable that you will have e-mail messages touching one or more of these areas that you are required by law to keep for a period of time.

2. **Litigation Support:** Almost every company operating will, at some point, be implicated in a lawsuit. When that happens, the court may require you to produce all records and communications relevant to the case in a "timely manner," no matter how far back the communications took place. If a good e-mail archiving solution wasn't used, it could cost MORE to conduct the discovery than the cost of the case itself.

Email Etiquette

An estimate in 2010 found that approximately 240 *billion* emails are sent. Everyday. Just like every other style of writing, there is proper etiquette when it comes to writing emails. Some of these tips may seem obvious, but take a second to stop and think. Are you guilty of committing some of these email crimes, or maybe you know someone who is?

"You know what they say when you assume things…" Your colleagues may use commonly accepted abbreviations in e-mail, but when communicating with external customers, everyone should follow standard writing protocol. Your e-mail message reflects you and your company, so traditional spelling, grammar, and punctuation rules apply.

Don't use e-mail as an excuse to avoid personal contact. Don't forget the value of face-to-face or even voice-to-voice communication. E-mail communication isn't appropriate when sending confusing or emotional messages. Think of the times you've heard someone in the office indignantly say, "Well, I sent you e-mail." If you have a problem with someone, speak with that person directly. Don't use e-mail to avoid an uncomfortable situation or to cover up a mistake.

Remember that e-mail isn't private. I've seen people fired for using e-mail inappropriately. E-mail is considered company property and can be retrieved, examined, and used in a court of law. Unless you are using an encryption device (hardware or software), you should assume that e-mail over the Internet is not secure. Never put in an e-mail message anything that you wouldn't put on a postcard. Remember that e-mail can be forwarded, so unintended audiences may see what you've written. You might also inadvertently send something to the wrong party, so always keep the content professional to avoid embarrassment.

Don't send chain letters, virus warnings, or junk mail. Always check a reputable antivirus Web site or your IT department before sending out an alarm. If a constant stream of jokes from a friend annoys you, be honest and ask to be removed from the list. Direct personal e-mail to your home e-mail account. Be sure your virus, adware and spyware programs are up to date and include scanning of your emails and attachments both incoming and outgoing.

Microsoft Excel Shortcut Keys

You can select cells, rows and columns, and objects by these shortcuts. To select the entire column, you can press 'Ctrl+Spacebar', to select the entire row, you can press 'Shift+Spacebar', if the worksheet contains data, 'Ctrl+A' selects the current region and pressing 'Ctrl+A' a second time selects the entire worksheet, if the worksheet contains data, 'Ctrl+Shift+Spacebar' selects the current region. Pressing 'Ctrl+Shift+Spacebar' a second time selects the entire worksheet, when an object is selected, 'Ctrl+Shift+Spacebar' selects all objects on a worksheet, you can alternate between hiding objects, displaying objects, and displaying placeholders for objects by pressing 'Ctrl+6'.

Ctrl +'   Copies a formula from the cell above the active cell into the cell or the Formula Bar.

Ctrl +1   Displays the Format Cells dialog box

Ctrl +2   Applies or removes bold formatting

Ctrl +3   Applies or removes italic formatting

Ctrl +4   Applies or removes underlining

Ctrl +5   Applies or removes strikethrough

Ctrl +6   Alternate between hiding and displaying objects

Ctrl +8   Displays or hides the outline symbols

Ctrl +9   Hides the selected rows

Ctrl +0   Hides the selected columns.

What To Do When Your Inbox Is FULL Of Important Messages You Don't Want To Delete

3. **eStorage Management:** If you don't want to be forced to delete current e-mails to make room for new messages, then archiving is a smart option. Of course, NOT all archiving solutions are created equal! Make sure you consult us on which one would work best for your company before making any decisions.

Shiny New Gadget

PowerMat Charger

Do you and your family have a number of devices that all need charging at once? Then look into getting a PowerMat for your home or office. Instead of plugging your devices in, simply lay them on the PowerMat and they'll all charge simultaneously, eliminating the need to play power cord roulette and fight over outlets to charge your devices. Neat, huh?

Lose The Wires!

Connect your devices to PowerMat Receivers, and simply drop them on the PowerMat to charge wirelessly, as fast or faster than the stock power adaptor. A unique sound lets you know a solid connection has been made (an additional sound is heard when you remove your device—both are adjustable and can be turned off), and an indicator light—also adjustable—is displayed while a device is charging.

Use Only What You Need

Communication between the PowerMat and Receivers allows the mat to give exactly enough power for exactly the right time. When a device is fully charged, power is shut off to that device, so no energy is wasted. If a device is used while on the mat, the system knows it—charging starts up again until you've got a full charge.

Wired USB Connection

For legacy USB devices, or a quick charge while all your Receivers are in use, PowerMats also feature a wired USB connection. It may not be wireless, but it's better than finding another free power outlet.

Videos

We hope you are enjoying our weekly videos. If you have a specific topic you would like to see us cover please let us know.

If you would like us to add someone onto the list we will certainly take care of that.

We feel the more education we can get out to you, the better.

Email Etiquette

Just because someone doesn't ask for a response doesn't mean you ignore them. Always acknowledge emails from those you know in a timely manner.

Set up signatures for mobile devices. The signature should inform the recipient that you are sending from a mobile device such as a phone or a tablet. This lets the recipient aware of why there are typos, or why your response may seem short.

Keep it short. No one wants to read an email that is equivalent to an essay. Try to get all the information in the message, while keeping it short and simple. If the message can be summed up in just a few words, you can type them in the subject line and end with EOM (end of message). This saves the recipient the time of opening the empty email. If no reply is necessary, let the recipient know that there is no need to respond.

Be professional. Formality is in place as a courtesy and reflects respect. Assume the highest level of formality with new email contacts until the relationship dictates otherwise. Refrain from getting too informal too soon in your email communications. Make sure you are using a salutation such as Dear. Mr. Soandso. When ending the email, use an appropriate closing, with the appropriate contact information.

Check, double check, triple check. This is a blanket statement. Re-check an email before sending to make sure the tone of the message will be conveyed correctly. Before you empty your trash, make sure an email didn't land in there by mistake. This goes for the junk/spam folder as well. Make sure that those you are sending the message to are correct.

Valentine's Humor

Q: What do squirrels give for Valentine's Day?
A: Forget-me-nuts.

Q: What did the valentine card say to the stamp?
A: Stick with me and we'll go places!

Q: What did the stamp say to the envelope?
A: I'm stuck on you.

Q: Who sends a thousand valentines cards signed', guess who' ?
A: A divorce lawyer.

Q: What did the light bulb say to the switch?
A: You turn me on.

Q: Did Adam and Eve ever have a date?
A: No, but they had an apple.

Q: What did the boy octopus say to the girl octopus?
A: Can I hold your hand, hand, hand, hand, hand, hand, hand, hand, hand, hand?
Why did the banana go out with the prune?
A: Because it couldn't get a date.

Q: What is a ram's favorite song on February 14th?
A: I only have eyes for ewe, dear

Online Backup or Backup Disaster Recovery Solutions

We are not going to state the obvious, but we al know the importance of backup.

Backing up to the cloud gives you a totally secure and unbreakable system that allows you to back up your data to a new computer, even if you're damaged or stolen system is completely irretrievable. Backing up your data is a habit the vast majority of computer users have not successfully mastered and with cloud computing it is both simple and efficient and very safe.

Backing up to tape or a removable hard disk is better than nothing but these items are invariably left either in the same location or directly next to the computer that has been backed up.

Disasters never happen at convenient times or when you have a full complement of IT staff sitting there ready to handle the problem. Therefore it's not surprising that one of the most compelling features for many IT managers is the simplicity of the web-based management consoles that allows them to manage these situations from any remote location. These are quite impressive and are designed in such a way that anyone in the IT department could handle any day-today recovery issue, or even a serious disaster recovery crisis. Gone are the days when we would have had to recover all your tapes from the bureau, find your group of recovery experts and get them all to assemble on site before anything could be recovered.

Backing up to the cloud offers you many advantages over some of the established backup procedures. These include;

- It's very easy to do.
- It's very quick.
- It's very cheap.
- It's very safe.

Backing up to the cloud is very easy to do because providers of the backup software use simple backup programs that will automatically backup either on demand or at a predetermined time of day. This takes the remembering to backup part of the process out of the equation. In effect means your backup procedures are fully automated and thus more likely to be done.

Backing up automatically is very quick as the system generally will only backup new documents or modifications to existing documents.

With the continuing fall in the price of hard disks, and their ability to store ever more data the price of cloud storage has reached a point where it is so cost-effective to back up using this technology, the risk of not using it is outweighed considerably.

Most commercial online backup companies are using military grade security technology, to ensure your backups are kept secure and also the traffic adding data to your backup is kept private.

When you have backed up or stored data in the cloud it is usually available on any computer using a browser which can be extremely convenient if you are travelling or just using a computer in a different site. We would love to come in and talk to you about this solution. Call or email today to set something up.

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.

Happy Valentines Day
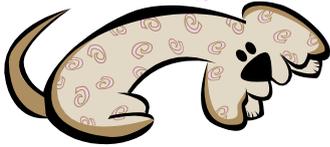
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