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Fred Holzager,
IT Director of
Holzsager Technology Services

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Storm Season Has Arrived...Are You Protected?

Even though the first day of Spring was the 20th of April, it's always a good time to prepare for those pop-up storms that occur randomly at this time of year, often resulting in everything from hail damage to lightning fires. During this time of year the threat of fire, flood, severe storms, water damage from office sprinklers, and even theft is very real.

One of the most valuable assets for any company is its data. Hardware and software can easily be replaced, but a company's data cannot!

As a reminder to all of our clients, here are some simple things you should do to make sure your company is ready for any natural disaster.

1. USE A QUALITY SURGE PROTECTOR WITH AN UNINTERRUPTIBLE POWER SUPPLY BATTERY. A high quality surge protector combined with an uninterruptible power supply backup battery will go a long way in protecting sensitive electronic equipment from surges and other electronic irregulari-

ties that can destroy your computer's circuitry.

(Continued on page 2)



Have you been caught off-guard by a sudden deluge? Are you protected for the next storm? Learn from the past; give us a call, we can help you prepare.

How To Pick A Good Password

What's the most common password? You guessed it... "password." Obviously this is not the best way to protect yourself against hackers and online thieves. But even if you don't use the word "password," you might be using an equally easy password to decipher.

We suggest you DON'T use the following passwords for really important web sites, such as your online banking web site or other financially related sites.

- ☆ Your phone number
- ☆ Your address
- ☆ The last four digits of your Social Security number.
- ☆ A series of consecutive numbers such as "1, 2, 3, 4."
- ☆ A single word that would appear in the dictionary.

Your best bet for creating a strong password: Use a combination of letters, numbers, symbol characters (e.g., \$ or *) and a minimum of 7-8 characters. Plus, remember to change it regularly (bimonthly) for good measure and have fun as you mix it up with **cRe8!ViT** ("creativity").

Inside this issue:

Quotations	2
Control Key Shortcuts	2
Sharing Office Files	2
Did You Know...	3
Client of the Month	3
Wi-Fi Wherever You May Roam	3
The Lighter Side	4

Quotations

"Pleasure in the job puts perfection in the work."
Aristotle (384 BC - 322 BC)

"I took a speed reading course and read 'War and Peace' in twenty minutes. It involves Russia."
Woody Allen

"By the time a man realizes that maybe his father was right, he usually has a son who thinks he's wrong."
Charles Wadsworth

"The doctors told me that I would never walk, but my mother told me I would, and I believed her."
Wilma Rudolph (U.S. Track Star)

"We make all of our computer problems go away without the cost of a full-time I.T. staff"

Ask us about our fixed price services HTS Insight Hassle-Free Agreements—Computer Support at a flat monthly fee you can budget for just like rent!



But I can't read Word 2007 files!

Storm Season

(Continued from page 1)

2. MAKE SURE YOUR SERVERS ARE OFF THE FLOOR. If your office gets flooded, having equipment off the floor will prevent it from being completely destroyed. Server racks can be purchased and installed very inexpensively.

3. HAVE A DISASTER RECOVERY AND BUSINESS CONTINUITY PLAN. Every business should have some

type of plan in place for continued operation after a disaster. Would people know where to go? Who to call? How to log in and access data remotely? Do you have a backup copy offsite? Hopefully, you'll never need it, but having a simple plan will make you sleep a lot easier at night knowing you have a way to continue to operate when disaster strikes.

If you need help in any

of these areas, give us a call! We can not only get you prepared, but also back up and running fast in the event of a disaster.



Control Key Shortcuts

Learning keyboard shortcuts allow you to save a tremendous amount of time by reducing mouse movement across the screen to select toolbar icons and menu selections. Each program you use offers shortcuts, you just need to know where to find them—by pressing the F1 function key (Help) and typing "Keyboard Shortcuts" in the search box, you will be exposed to the full library of shortcuts to enable you with your applications.

Some common shared shortcuts are:

Select All	Ctrl+A	Copy	Ctrl+C	Cut	Ctrl+X
Paste	Ctrl+V	Save	Ctrl+S	Close File	Ctrl+F4
Exit Program	Alt+F4	Undo Edit	Ctrl+Z	Open File	Ctrl+O
Italic text	Ctrl+I	Bold Text	Ctrl+B	Underline	Ctrl+U
Find	Ctrl+F	Replace	Ctrl+H	Full Justify	Ctrl+J
Align Left	Ctrl+L	Align Center	Ctrl+E	Align Right	Ctrl+R

Sharing Office Files

Have you ever received a message from a client or friend informing you the file you sent was full of computer garble? Or have you received a Word, Excel or PowerPoint file you just couldn't open? Don't wait to find a genie in a bottle... Solve your compatibility issues today:

☆ If you upgraded to *Microsoft Office 2007* over the past year or two and have issues getting files to your contacts, take a moment to

resave the files in an earlier version. Simply select "Save As," choose the location, type in the file name, choose the file extension from the dropdown box below the file name. The 97-2003 type is a common format that just about anyone can open.

☆ If you are the recipient, you have not upgraded and are having trouble reading files from others, then you may need to

download the *Microsoft Office Compatibility Pack for Word, Excel and PowerPoint 2007*. This will allow your earlier software version to read the newer file type. Once the Pack is downloaded on your computer, you are set. It is automatically engaged when you open a 2007 file.

By following these steps, you can assure that others may read your files and *vice versa*.

Did You Know...

☆ On May 29, **Jay Leno** will broadcast his last show on **The Tonight Show**. This will be roughly his 3,800th show. Conan O'Brien will assume his time slot and Jimmy Fallon will take over the slot relinquished by O'Brien.

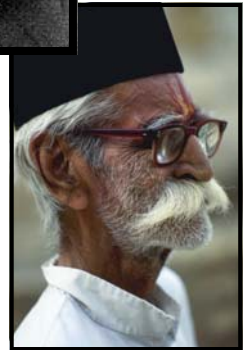
☆ This year, **Mother's Day** falls on various days during the month in different countries: Hungary, Spain & Portugal...3rd USA, Australia, Germany and India.....10th Paraguay.....15th Poland.....26th France and Morocco.....31st

☆ Anchorage, Alaska will be sponsoring the **World Beard and Moustache Championships**. So many cities try to host huge and lucrative events, but this year, the city expects to generate just under \$500,000 from all participants and spectators combined. Did you know that consumers in the US spend more than \$1.8 billion on shaving and hair removal products?

☆ May has been recognized as the peak season for tornadoes, Vidalia onions, rhubarb, asparagus and milk production. I guess it's a right of spring.

☆ Having Memorial Day fall during May makes it one of the biggest barbecuing months. By order of popularity for most grills fired up, they are The Fourth of July (86%), Labor Day (74%) and Memorial Day (69%).

☆ Last, but not least, this month is celebrated by numerous groups and industries. It is National Foot Health Month, National Strawberry Month, National Military Appreciation Month and Asian Pacific American Heritage Month. **With this in mind, make sure you thank a Vet.**



Many men will be competing this year for the recognition of having the most impressive facial hair—the men shown here are not considered to be contenders for the crown.

May Client of the Month—Industrial Firedoor.

This month's featured client is **Industrial Fire-door and Hardware Supply, Inc.** (IFHS) of South Hackensack, NJ. **Industrial Firedoor** is a wholesale distributor of commercial steel doors, wood doors and architectural hardware. **Industrial Firedoor** has been a client since March 2006 and has been using **HTS Insight Hassle-Free IT** since April 2009.



Steve Braverman, President, **Industrial Firedoor & Hardware Supply, Inc.**

When asked why they made the transition from Break/Fix Support to Managed Services, **Steve Braverman**, President of **Industrial Firedoor** noted that he wanted to have a worry free system. He

didn't want to deal with any problems. He also cited that it was important that they don't lose any data. By enrolling in the Onsite and is Offsite backup plans, data is backed up for his workstations and server locally *plus* his server data is encrypted, then stored offsite at the HTS Network Operations Center (NOC). Steve's business depends heavily upon technology and its availability. He views Hassle-Free IT as an investment in his company and says: *"If you depend upon software, which we do for our business, it's a no brainer. You do it. It's an investment and it brings back many returns as far as reliability and dependability."*

If you know a Contractor or Architect that could use their services, please refer them to their website: www.industrialfiredoor.com for more information. If your company would like to be considered as a candidate for *Client of the Month*, drop us a line at fred@tech4now.com.

If your company would like to be featured as the **Client of the Month**, please call us to express your interest. You will get positive press for your use of technology and may even gain a client from the exposure.

Wi-Fi Wherever You May Roam

Whether you are headed out of town for a meeting or just slipping away for a Memorial Day escape, you can stop anywhere and plug into the Internet with Wi-Fi built into your vehicle.

2009 Chrysler, Dodge and Jeep models will offer a new, never before seen feature—a Wi-Fi hot spot in a vehicle. This wireless connection can support multiple wireless toys simultaneously including a couple of computers and SmartPhones.

A New generation of Wireless Internet...

This new Wi-Fi service, supported by Chrysler's UConnect® Mobile Internet service using a 3G wireless connection, should not be interrupted even when you're driving—this is an industry first! Wi-Fi devices like laptops, Apple iPhone or Sony's Play-Station Portable gaming console can stay con-

nected for an entire road trip with UConnect®. So your passengers will never go without.

Does it cost a fortune?

Of course, Chrysler is stepping up their game, so their sticker price is a bit higher for all of the handy gadgets they are including like a backup camera and DVD entertainment system with flip-down flat screens. However, the Wi-Fi solution is pretty reasonably priced at \$29 per month with as little as a one year contract.

The router in a Chrysler vehicle broadcasts in a 100-foot radius with speeds anywhere from 400-800Kbps. Think about the possibilities, you could watch a little television on hulu.com while you relax on the beach this summer.



Take a Wi-Fi hot spot wherever you may roam with the new UConnect® Mobile Internet Service from Chrysler-Jeep-Dodge in 2009..

Holzager Technology Services, LLC
P.O. Box 535
Fair Lawn, NJ 07410-0535

Rochelle Park Office
11 W. Passaic Street
Rochelle Park, NJ 07662

Phone: 201-797-5050
E-mail: support@tech4now.com



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Feedback & Suggestions...

Is there a topic or feature you would like to include in a future issue? Opinions and feedback are welcome and encouraged. Send me an e-mail or call our direct line.

Fred Holzager
E-mail: fred@tech4now.com
Phone: (201) 797-5050

Services We Offer:

- ✓ **Hassle-Free IT** powered by **HTS Insight** Managed Services
- ✓ General Network Repair and Troubleshooting
- ✓ Onsite and Offsite Backup
- ✓ Disaster Recovery
- ✓ Virus Protection & Removal
- ✓ Network Security
- ✓ Mobile Computing
- ✓ E-mail & Internet Solutions
- ✓ Wireless Networking
- ✓ Spam Filtering and E-mail Archiving Solutions
- ✓ Storage Solutions



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“We make all of your computer problems go away without the cost of a full-time I.T. staff”

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“With the computer as a tool of necessity, it is so important that my firm has reliable support. You provide that. I know that as long as I am practicing Law, your services will play an integral part in our long term success.”

—Barry W. Sirota, Attorney at Law

The Lighter Side...

How Baffling!

In a hospital's Intensive Care Unit, patients always died in the same bed, on Sunday morning, at about 11:00 am, regardless of their medical condition. This puzzled the doctors and some even thought it had something to do with the supernatural. No one could solve the mystery as to why the deaths occurred around 11:00 am Sunday, so a worldwide team of experts was assembled to investigate the cause of the incidents. The next Sunday morning, a few minutes before 11:00 am, all of the doctors and nurses nervously waited outside the ward to see for themselves what the terrible phenomenon was all about. Some were holding wooden crosses, prayer books, and other holy objects to ward off the evil spirits. Just when the clock struck 11:00, Pookie Johnson, the part-time Sunday sweeper, entered the ward and unplugged the life support system so he could use the vacuum cleaner.

Ouch, That Hurts...

Little Johnny comes downstairs crying. His mother asked, “What’s the matter now?”

“Dad was hanging pictures, and just hit his thumb with a hammer,” said little Johnny through his tears. “That’s not so serious,” soothed his mother. “I know you are upset, but a big boy like you shouldn’t cry at something like that. Why didn’t you just laugh?” “I did!” sobbed Johnny.

Leaving New York...

A plane was taking off from Kennedy Airport. After it reached a comfortable cruising altitude, the captain made an announcement over the intercom, “Ladies and gentlemen, this is your captain speaking. Welcome to Flight Number 293, non-stop from New York to Los Angeles. The weather ahead is good and, therefore, we should have a smooth and uneventful flight. Now sit back and relax - OH, MY G-D!” Silence followed, and after a few minutes the captain came back on the intercom and said, “Ladies and Gentlemen, I am so sorry if I scared you earlier; but, while I was talking, the flight attendant brought me a cup of coffee and spilled the hot coffee in my lap. You should see the front of my pants!” Upon hearing the announcement, a passenger in Coach said, “That’s nothing. He should see the back of mine!”