Celebrate Shakespeare!

March 2014

AXICOM
Networks • Computers • Security • Service

Computer Network Solutions and Management Services

AxiNews

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Facts About Shakespeare

1. In William Shakespeare's play, *Julius Caesar*, a soothsayer warns Caesar to "beware the Ides of March."
2. William Shakespeare's birthday is believed to be April 23, 1564 since his baptism was recorded on April 26, 1564.
3. William Shakespeare married Anne Hathaway and they had 8 children.
4. Shakespeare wrote 154 sonnets and 37 plays.
5. When Shakespeare died in 1616, he famously left his wife his "second best bed."
6. He left his daughter, Susannah, the majority of his property.

Tech Briefing:
Disaster Recovery Trends in 2014

There is always the chance of a disaster striking your company. That's why many business owners take steps to prevent negative events from affecting their company, often by implementing a disaster recovery or continuity plan. Both of these strategies and the technology that supports them are an important part of business process and planning. As 2014 is underway, many business owners are wondering which disaster recovery trends they should be aware of.

1. Recovery will get even faster
When looking into recovery options, almost every company wants a solution that is as fast as possible. Recovery speed often depends largely on bandwidth and the storage method used. Each year, companies are able to access faster bandwidth connections and obtain more affordable, yet faster storage options.

In 2014, this trend is set to continue. Businesses around the world will continue to gain access to faster Internet connections and disaster recovery specialists will likely improve the speed with which they can implement a backup.

It's highly likely that with this combination you could see a business up and running again within hours instead of days.

2. Increased reliance on social media
During a disaster it can often be a challenge to communicate with employees and stakeholders. Traditional communication methods, like the phone, may not be working well, if at all, which make it more difficult for plans to be enacted. One alternative is to use social media to make contact and communicate.

If you have an Internet connection, you can pretty much guarantee that you will be able to get a message out. Combine this with the fact that almost everyone has a social media account on at least one platform, and this proves to be a great option that allows you to reach people quickly.

3. Geographical-based backup solutions
There were a number of high-profile disasters

Using Lists in Power Point

Presentations are not easy to create and deliver, and many people struggle with at least one aspect of the process. Presentation experts often cite what you need to do in order to give a successful presentation, with one of the most popular being the use of lists. When you create your next presentation in Microsoft PowerPoint try using a list.

Where are lists in Power Point?
A common element of many PowerPoint presentations is the list. These lists are usually presented either ordered or unordered. Ordered lists use numbers like 1,2,3, while unordered lists use icons like dots which are commonly called bullets.
If you have a list with numbers or points in it,

Shakespeare

Disaster Recovery in 2014

in 2013 that affected large areas. Some companies saw their backups and secondary backups wiped out because the location at which they were stored was situated in a disaster zone.

In order to have a truly effective backup solution, many experts are suggesting that multiple backups of data should be made and stored in multiple locations that are as geographically diverse as possible. There is little doubt that businesses have learnt this lesson from the fate of either themselves or others, and will be implementing or looking for solutions. In 2014, we predict that many providers will be marketing multi-location backups as a main feature.

4. Growing reliance on managed backup solutions

As systems become increasingly complex they become more challenging for many small business owners to back up and manage at the same time. An IT partner like AXICOM can not only help set up backup and recovery systems, but also support recovery after a disaster. If you are looking for a backup solution, why not contact us. We may have something that will work for you. Give us a shout today. 818.865.9865

Lists in Power Point (cont.)

you will likely be better able to capture and retain the attention of your audience while making your presentations easier to read and follow. In fact, there are some presentation experts out there who only use bullet point lists, preferring to use these as a guide or pointers to note what to talk about.

How to Put a List in Your Presentation

If you want to add a list to your presentation slides:
Open your presentation or start a new one.
Add a new slide and click on the text box.
Enter your content and after each list item press *Enter*.
Select the content you want to make into a list and press either the Numbered list or the Bulleted list icons under the Paragraphs section. This will put your content into a list.

Formatting Your List

Once you have added a list to your presentation you may want to format it to make it more visible or even change the type of icon e.g., from 1 to I. You can do this by:
Selecting your list.
Pressing the arrow beside either the bullet list or numbered list icon in the Paragraph section of the Home ribbon.
Clicking on *Bullets and Numbering* from the drop down menu.
Selecting the icon you like, as well as color and size, and pressing *Ok*.
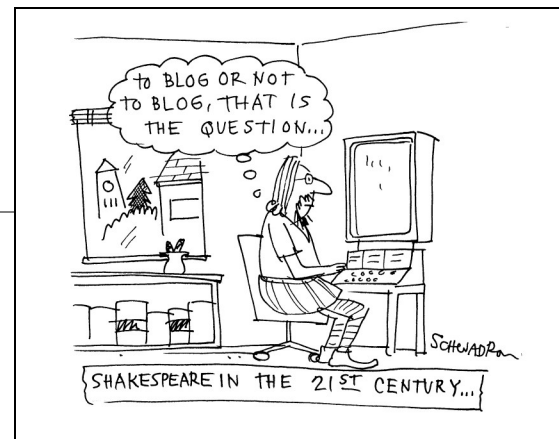
Tips for better lists in your presentation

Know the difference between bullets and numbers - For the most part, there is little difference between bullets and numbers. That being said, numbers usually indicate a ranking or steps. Bullets are often used for points that are all equal, or at least don't need to be ranked specifically.

Limit the number of list items - The best presentations limit the number of list items on each slide. It is a good idea to have no more than 4-6 points per slide. This helps ensure that your audience can read the slides and will pay attention longer.

Bold the main point - If you are going to have a list with text explaining the main point, bold the main point and put it first. Much like this list on this post. This will highlight the main point you are trying to make to your audience.

Keep text to a minimum - No one likes to read large amounts of text in a presentation. Try to have no more than one to a maximum of two lines of text per lislist item.

Flowers of Shakespeare

Famous Shakespeare Phrases

Shakespeare has contributed phrases, words and a great literary tradition to the Western world. How many do you recognize?

A dish fit for the gods; a horse, a horse, a kingdom for my horse; all's well that ends well, beware the Ides of March, discretion is the better part of valor, Friends, Romans, countrymen, lend me your ears; hoist by your own petard; in a pickle; love is blind; off with his head; primrose path; shall I compare thee to a summer's day?; to be or not to be, that is the question too much of a good thing; wild goose chase

Creating Screenshots and JPGs

To the vast majority of business and individual users Microsoft's Windows is the backbone of their computing experience. With a wide variety of functions and features, users can do almost anything on their computer. However, many of us still use only a few features on a daily basis, with features like taking screenshots being rarely used. These are still useful to know about though.

Here is an overview of how you can take screenshots on both Windows 7 and 8.

Screenshots on Windows 7

If you are using Windows 7 there are two main ways you can take screenshots. The first is by pressing ***Print Screen*** on your keyboard. This will take a screenshot of your whole monitor as you see it and store it on your Clipboard. You will then need to open a graphic editing program, like MS Paint, and paste the image by pressing *Ctrl + V*. It should be pasted into the open window and you will be able to resize the image and save it.

The second method is to use the **Snipping Tool**. This can be done by:
- Opening the window you would like to take a screenshot of.
- Clicking *Start* and selecting *All Programs*.
- Hovering over *Accessories* followed by clicking on *Snipping Tool*.
- Clicking *New* and clicking and dragging a square over the image or window you would like to capture.
- Editing the *Snip* in the window that opens.
- Saving the screenshot by pressing the floppy disk.

Screenshots on Windows 8 and 8.1

For those who are on Windows 8 or 8.1 there is a new keyboard shortcut that allows you to quickly capture a screenshot. If you have a window open e.g., a browser window, you can take a screenshot of that window by holding the *Windows key + Print Screen* keys down at the same time. This will take a shot of the window you have open and save the image in your Pictures Library on your Hard Drive.

If you would like to select a screenshot e.g., a picture from a window, the Snipping tool is also available on Windows 8.

The snipping tool is a great tool to use anytime you need a JPG image!

You can access it by opening the *Start* screen and typing *Snipping tool*. Once this has been searched for, click on the app and select *New*. This will allow you to select your screenshot and save it by following the same instructions as above.

Below is an example of a JPG image using the Snipping tool.

Looking to learn more about using Windows? Contact us today to see how we can help.

818.865.9865

Flowers of Shakespeare

Inquiring Minds...

DOT Testing Technology for Cars to "Talk" to Each Other

The U.S. Department of Transportation is moving forward with a plan to enable vehicle-to-vehicle (V2V) communication among light vehicles.

The technology allows cars to "talk" to one another, exchanging basic safety data like speed and position 10 times per second in an effort to ultimately avoid crashes. It will not, however, automatically operate systems like braking or steering; the actual life-saving remains up to the driver.

The DOT started testing V2V technology on more than 3,000 vehicles in Aug. 2012 in Ann Arbor, Michigan. Specifically, the National Highway Traffic Safety Administration (NHTSA) was testing "interoperability of V2V technology among products

from different vehicle manufacturers and suppliers and has demonstrated that they work in real-world environments."

How Will iWatch be Powered?

A New York Times report is providing more fodder for iWatch speculation, including the purported use of solar power. Apple has been testing both solar and wireless charging for the rumored iWatch, according to a story in Sunday's New York Times.

The wireless charging method would involve magnetic induction, according to the report.This could conceivably involve the use of a charging plate. Another method to juice up the watch may be to integrate a solar-charging layer in the screen, according to the report.

Yet another involves "charging the battery through movement, a method that is already used in many modern watches," the Times reported. "A person's arm swinging could operate a tiny charging station that generates and pushes power to the device while walking." Apple filed a patent for the technology in 2009.

The End of Windows XP?

Some twelve-and-a-half years after Windows XP first went on sale, Microsoft is turning off support for the operating system. From April 8, there'll be no further free updates or security patches. Give AXICOM a call if you are still using Windows XP to find out alternatives and how to maintain security.
818.865.9865

> Be not afraid of greatness. Some are born great, some achieve greatness, and others have greatness thrust upon them."
> — William Shakespeare, Twelfth Night