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Appreciate the Elephants!   September 2014

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Fun Facts about Elephants

1. There are two types of elephants– African and Asian elephants.
2. Elephants have an evolved 6th toe.
3. Elephants don't actually like peanuts and zoos don't feed them to their captive elephants.
4. African elephants are the largest land mammals on the planet.
5. The elephant's closest relative is the rock hyrax, a small furry mammal that lives in sub-Saharan Africa and the coast of the Arabian peninsula.
6. Elephants can get sunburned so they throw sand on themselves for protection.
7. Female elephants are pregnant for around 22 months.
8. An elephant's skin is an inch thick.

Tech Briefing :
RTO and RPO for Continuity

Metrics are used in nearly every business process, including disaster preparedness and any business continuity plan (BCP) you might have at the ready. Businesses that are looking to ensure that their company will make it through any disaster successfully need to have an effective BCP with metrics like RTO and RPO in place.

While both RTO and RPO are important elements of continuity plans, and they both sound fairly similar, they are actually quite different. In this article we define RTO and RPO and take a look at what the difference is between the two concepts.

RTO Defined

RTO, or Recovery Time Objective, is the target time you set for the recovery of your IT and business activities after a disaster has struck. The goal here is to calculate how quickly you need to recover, which can then dictate the type or preparations you need to implement and the overall budget you should assign to business continuity. If, for example, you find that your RTO is five

hours, meaning your business can survive with systems down for this amount of time, then you will need to ensure a high level of preparation and a higher budget to ensure that systems can be recovered quickly. On the other hand, if the RTO is two weeks, then you can probably budget less and invest in less advanced solutions.

RPO Defined

RPO, or Recovery Point Objective, is focused on data and your company's loss tolerance in relation to your data. RPO is determined by looking at the time between data backups and the amount of data that could be lost in between backups.

As part of business continuity planning, you need to figure out how long you can afford to operate without that data before the business suffers. A good example of setting an RPO is to imagine that you are writing an important, yet lengthy, report. Think to yourself that eventually your computer will crash and the content written after your last

Excel Headers and Footers 101

Microsoft Excel has become an increasingly versatile work application catering to most businesses, big and small. While most users are familiar with all the functions the app has to offer, many are still unaware that you can add a header or footer to your spreadsheets. With that in mind, it's time for a comprehensive view of what headers and footers are and how they work in Excel.

What are headers and footers?

As with Word, Headers and footers are lines of text that print at the top (header) and bottom (footer) of each page in an Excel spreadsheet. They often contain descriptive text such as titles, dates, or page numbers displayed in page layout views and on printed pages.
Headers and footers are useful in providing

RTO and RPO for Continuity (cont.)

(Continued from page 1)
save will be lost. How much time can you tolerate having to try to recover, or rewrite that missing content?

That time becomes your RPO, and should become the indicator of how often you back your data up, or in this case, save your work. If you find that your business can survive three to four days in between backups, then the RPO would be three days (the shortest time between backups).

What's the main difference between RTO and RPO?

The major difference between these two metrics is their purpose. The RTO is usually large scale, and looks at your whole business and systems involved. RPO focuses just on data and your company's overall resilience to the loss of it.

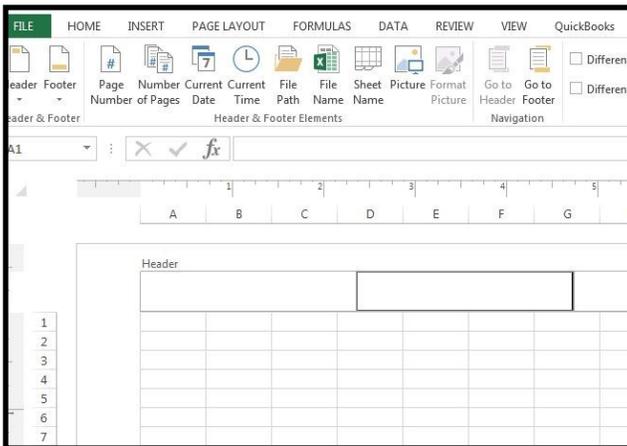If you are looking to improve or even set your RTO and RPO, contact us today!

Excel Headers and Footers (cont.)

(Continued from page 1)
quick information about your document or data in a predictable format and also help set out different parts of a document. Simply put, they make calculations, graphs, and pivot tables much easier to read and follow.

How to Add and Remove Headers and Footers

Select the spreadsheet for which you want to add headers or footers. On the Insert tab in the Text group, click Header & Footer; this displays the spreadsheet in page layout view.

To add a header or footer, click on the left, right or center of the Header or Footer text box at the top or bottom of the spreadsheet page. You can now add a preset header or footer to your document, or create a custom header and footer.

To start a new line in a header or footer text box, press ENTER; to include a single ampersand (&) in the text of a header or footer, use two ampersands. When you are done, click anywhere in the spreadsheet to close Header or Footer.
Return to Normal page view by clicking on the View tab and Normal button.

To remove the header or footer from a spreadsheet, select the View tab and click on Page Layout. Delete the information you want to remove.

The next time you need to repeat text on a page to make information more organized and easier to digest, you can simply do so with Excel's header and footer feature. Looking to learn more about Microsoft Office and its features? Contact us today and see how we can help.

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"This medication can actually improve your memory. Each capsule contains a tiny hard drive."

Books that Feature Elephants

For Children: Books by Mo Willems; Modoc: the True Story of the Greatest Elephant that Ever Lived by Ralph Helfer; Babar books by Laurent de Brunhoff; The Magician's Elephant by Kate DiCamillo
For Adults: The Elephant Whisperer by Lawrence Anthony;   An Elephant in the Garden by Michael Morpurgo, Water for Elephants by Sara Gruen and many, many more!!!

Finding Apps on your iPad

The app is arguably the most important part of the iPad. After all, it is the apps that give the device its unparalleled usability and features. A common issue many users come across is that they often have a large number of apps and it can be tough to figure out what apps you have installed, or even to find all of your apps. If you have had this problem before, here are three tips that can help.

1. Finding installed apps via Settings

While there is no set section of the iPad's Settings that allows you to view installed apps, you can actually view installed apps by looking at the Usage section. This section tells users how much storage space installed apps are using, therefore giving you a list of installed apps.

You can access the Usage section of Settings by:

1.   Opening the Settings panel on your iPad.

2.   Tapping on General.

3.   Selecting Usage.

This will list the apps you have installed, organized by how much hard drive space they are using. What's great about this method is that you can not only see the apps you have installed but also see if there are apps you aren't using, or apps that are taking up valuable space. You can also select apps to learn more about how much memory they are using and even uninstall an app should you not need it anymore.

2. Finding installed apps via Spotlight

If you have iOS 7 on your iPad you can view all installed apps via the Spotlight feature. Spotlight allows you to search your iPad for files, folders, apps, and more, and can be accessed by swiping down from the top of the screen when looking at the Home screen.

You can see what apps you have installed using Spotlight by:

1.   Opening Spotlight by sliding down from the top of your iPad's screen.

2.   Tapping on the blank spot beside the magnifying glass.

3.   Typing "." (period/full stop) without the quotations.

You should see a list of your installed apps come up, though there is no apparent way they are organized. If you tap on an app name, it will open.

3. Finding installed apps via iTunes

The other way you can find out the apps you have installed is via iTunes. You can do this by:

1.   Plugging your iPad into your computer via the cord that came with the device.

2.   Opening iTunes, if it doesn't open automatically when you connect it.

3.   Clicking on the device's name under Devices.

4.   Selecting Apps.

You will be able to search for apps, or you should see a full list of installed apps. The great thing about this feature is that if you search for apps, you should see where they are on your device's screen. From there you can move the apps around, or even delete them.

If you are looking to learn more about using the iPad, please contact us today to see how we can help.

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Above: Note Taker HD (left) and ArtRage (right) are two apps that made the Top 100 Apps for iPads 2014 list by PC Magazine.

Inquiring Minds...

Elephant Appreciation Day

Elephant Appreciation Day is September 22! Draw some elephant pictures or watch some elephants draw in honor of these gentle giants. Go to the zoo or visit You Tube and watch elephants at play. Elephants in captivity have been known to form special bonds with other animals such as Bubbles, a 32 year old African elephant, whose best friend is Bella, a 3 year old Labrador, both of whom live together at the Myrtle Beach Safari in South Carolina. Elephants are very social, gregarious and gentle animals by nature.

Elephant Communities in Jeopardy

Many elephants suffer due to their environment or how they are treated. Because of the many wars that have ravaged and destroyed not just human communities but elephant communities in Africa, many younger African elephants have shown typical symptoms of post-traumatic stress disorder (PTSD), violence and other asymptomatic behavior. There have been some efforts by conservationists, park rangers and even the elephants themselves to rebuild their communities. In Kenya, the David Sheldrick Wildlife Trust is a sanctuary for orphaned and traumatized wild elephants where human caregivers serve as surrogate mothers. To date, the Sheldrick Trust has rehabilitated more than 60 elephants and reintroduced them to wild herds.

In the United States, the Elephant Sanctuary in Tennessee has made its mission to help emotionally and psychologically disturbed former zoo and circus elephants where they are treated and rehabilitated with the "passive control" system, a therapy also used with human PTSD cases.   For abused elephants in Asia, there are sanctuaries in India and parts of Asia such as Thailand. Many sanctuaries have elephant cams which are fun to watch online.

Most efforts by elephant sanctuaries have been successful but there is still much to be done for those elephants in danger from circuses, wars, street living and more.

To find out more, visit the following websites:

The Elephant Sanctuary (Tennessee):
www.elephants.com

The David Sheldrick Wildlife Trust (Kenya):
www.sheldrickwildlifetrust.org

> The question is, are we happy to suppose that our grandchildren may never be able to see an elephant except in a picture book?
>
> **- David Attenborough**