



Re-Cycle the Planet!

May 2013

AXICOM

Networks • Computers • Security • Service

Computer Network Solutions and Management Services

# AxiNews

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## May is National Bike Month!

Cycling in the United States has had a long and illustrious history.

During the month of May, you can check for local events and programs by visiting [www.bikeleague.com](http://www.bikeleague.com).

May 8 has been designated the Bike to School Day when students all over the United States will be riding bikes to school. The week of May 13-17 is Bike to Work Week with May 17 designated the Bike to Work Day.



## Tech Briefing: What to Do When an Employee Leaves?

*Employees leave companies. Sometimes the parting is amicable, sometimes it isn't. No matter what the circumstances, your company should have an Employee Termination Technology Checklist in place when an employee leaves.*

**Step 1** If you already know the date of your employee's departure, let your IT company know ahead of time. Two weeks notice would be ideal, one week acceptable, two days a little stressful. Make sure you know what technology devices the employee uses that contain company data, whether personal or business devices. Your IT company might know which devices are being monitored but the employer might know that sometimes an employee puts company data on the personal iPad, for example. (By the way, that is a big no-no and not recommended!)

**Step 2** Decide what to do about information access by the employee before and after their departure. For example, should any email be for-

warded and if so, to whom? This can be easily configured. Make sure that all data is transferred to a server and backed up. Once the employee leaves, the employee should not be able to access any company data and all passwords on any programs should be immediately reset.

Reset passwords

**Step 3** Consider creating a checklist. A checklist helps to alleviate any questions regarding employee's technology usage. According to an article posted by the American Bar Association, "Generally, any such checklist should include the following: (1) physical removal of the employee from the premises as soon as possible; (2) implementation of steps to prevent the employee from re-accessing the employer's premises and computer system; (3) minimization of any incentive for the employee to attempt to re-access the employer's computer system; and (4) continuous monitoring of the

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Forward emails

## Great Mobile Apps for Business

*If you or your employees are on the go, you might want to look into these apps to help with productivity.*

**Card Munch Business Card Reader** Business cards still exist and are handed out and shared in countless places. If you'd like to add to your digital contact lists, this is for you!

**Easy Note + To Do** The Easy Note + To Do app allows you to organize notes in folders, check items as complete, assign a due date and prioritize.

**Instagram** Taking photos on a mobile phone offers users spontaneity plus the ability to visually transform a picture and share it immediate-

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## When an Employee Leaves...

*(Continued from page 1)*  
 employer's computer system for security breaches." There is much to think about when an employee leaves, especially under negative circumstances, but the departure will be made easier if a process is in

Employee Termination Technology Checklist	
Employee Name:	_____
Date of Termination:	_____
List all devices that you use for company business:	
_____	_____
_____	_____
_____	_____

place regarding technology. This could be integrated into the general termination process or be a separate checklist.

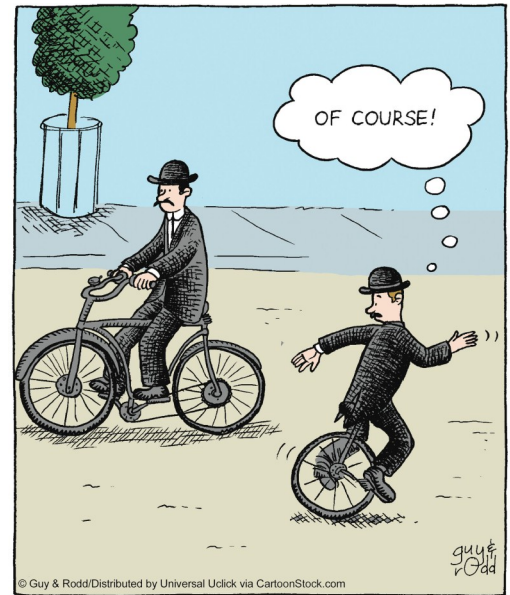
Visit the AXICOM website ([www.AXICOM.net](http://www.AXICOM.net)) for a general purpose Checklist. If you'd like a customized Employee Termination Technology Checklist for your business or organization, AXICOM can help you create one specifically for your needs.

## Mobile Apps...

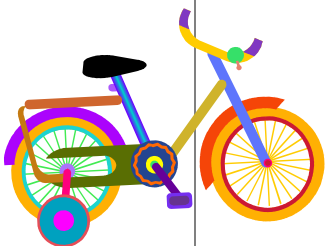
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 ly. Instagram includes filters and borders, blur effects and easy sharing to Facebook, Twitter, Tumblr, Flickr and Foursquare.

**Square Register** What will your smartphone do next? Take credit cards? If you're headed to a tradeshow, conference or a community event where you're planning to sell your products, the Square Register app makes it possible to swipe credit cards and have payments delivered to your bank account within 1-2 days.

**TED** If TED conferences are new to you, then you'll be in for a thrill with their app that makes the wonder of these talks a mobile experience. There's a wealth of information right at your fingertips. Whether you want to buff up on some business-related topics, technology trends or be inspired by ones that are rated jaw-dropping, there's clearly something for everyone on TED.



## Fun Facts About Bicycling!



- \* Highest bicycle usage in Europe as percentage of population is just over 30% for the Netherlands followed by Hungary, Sweden and Denmark.
- \* Riding a bike is a net economic gain while driving a car is a net economic loss. According to one recent study, one mile on a bike is a net gain of \$0.42 while one mile driven in a car is a net loss of \$0.20.
- \* Bicycle Moto Cross (BMX), an extreme style of bicycle track racing, became a sport in the 2008 Summer Olympic Games in Beijing, China. Maris Strombergs, of Latvia, received the gold medal for Men's BMX, and Anne-Caroline Chausson, from France, took home the gold in the first Women's BMX Olympic event.

## Windows 8 Start Menu Replacements

*One of the biggest differences between Windows 8 and prior Microsoft operating systems is the lack of a Start menu. However, there have been some enterprising companies out there developing substitutes.*

**Start Menu 8** With a similar style and function to the classic Windows 7 Start menu, [Start Menu 8](#) is a superb Start menu replacement for Windows 8. Developed by [IOBit](#), a creator of system utilities and security software products, Start Menu 8 has the option to skip the tiled Metro start page upon launch and go straight to the Windows 8 desktop. Free and easy to install, Start Menu 8 has customizable general settings. Folders, programs and applications can be displayed or removed from the Start menu. The right side of the menu is organized by documents, pictures, administrative tools, control panel and the option to switch to Metro. On the left side is access to pinned and recent programs, and on the bottom right are the power options (sleep, restart, log off, switch user, lock) and shut down button. This free app is one of the better Start menu replacements.

**Start 8** [Start8](#) is another fantastic Start menu replacement app by [Stardock](#). Start8 comes with several styles and can be configured to control what's on the Start menu. Its font, icon size and color are customizable as well. The Start menu can be either the classic Windows 7 style or the Windows 8 style, which incorporates the Metro apps into the menu. A custom image can even be uploaded for the Start button. Besides folders for documents and pictures, shortcuts and recently used applications can be chosen to appear on the menu's bottom, right-hand side. Through settings, options for desktop and Metro UI apps can be adjusted. If there is no Windows key on the left of your keyboard, there are alternative key mappings. Unlike other Start menu replacements, Start8 is conveniently pinned to the Metro Start page. There is also the option to automatically start up to the desktop when starting Windows. It would be more preferable if the Start menu didn't automatically import all programs onto the left side. Manual organization for the miscellaneous programs is necessary to pick and choose what to pin/unpin. Start8 costs \$4.99 after the 30-day free trial period.



### Pokki

This Start menu replacement isn't an exact replica of Microsoft's Start menu. Instead, it looks more similar to a smartphone's home screen filled with apps. Developed by PC app developers [Sweet Labs](#), [Pokki](#) is a sleek Start menu replacement app that has access to all the files, folders and applications.



Once downloaded, an acorn-shaped Start menu button reveals the Start menu and a search bar located on the right bottom side of the menu. Applications, documents, downloads and picture folders can also be added or removed from the Start menu. Like the settings menu, the Start menu is customizable as well. Pokki can be set to either a light or dark theme; there are options to boot directly to desktop and disable hot corners. What makes Pokki different is that it has a variety of free popular apps such as Facebook, Gmail and Instagrille presented at the bottom of the Start menu. These apps can be downloaded and pinned to the menu. No need to open up Facebook on a Web browser; Pokki is equipped to display notifications, right on the menu..

**ViStart 8** Inspired by the indexing engine for Windows Vista back in 2007, software engineer Lee Matthey Chantry of [Lee-Soft](#) decided to create his own free Start menu, ViStart. This updated version for Windows 8 is called [ViStart 8](#), equipped with a custom indexing engine to find documents in seconds. Besides the quick search feature, this app restores the classic Windows Start menu for Windows 8. Clicking the Windows 7 Start button brings up the Start menu with control panel, documents, photos and shortcuts on the left pane. On the right pane are all files and folders on the PC. Customizable, there are three Start menu skins and four Start menu buttons from which to choose. Metro apps aren't forgotten either; they can be searched and pinned to the Start Menu. This proficient app harkens back to the easy-to-use and classic menu features for Windows 8.



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## Inquiring Minds...

**Favorite California Ice Cream Parlors** If you plan to travel in California this summer, why not stop at one of the ice cream parlors which have achieved fame or popularity over the years?

Dewars in Bakersfield

In Hollywood

### Why the Decline in PC Sales?

It's been all over the news lately that PC consumer sales are declining because of tablet purchases. But, are tablet sales the only reason for the decline? Perhaps not.

For example, Windows 8 as an Operating System has not caught on

with the public's imagination like Windows 7. In fact, with Windows 7 only four years old, Windows 8 might be a bit soon for some buyers who may have upgraded to Windows 7 more recently.

Additionally, it used to be that newer software applications would require more robust components and that is not the case anymore. Along with that, the quality of hardware and components has improved to such a degree that the former 3-4 year lifecycle is now longer.

However, sales of business PCs and laptops remain steady as companies are not ready to migrate entire networks to mobile devices.

*Life is like riding a bicycle. To keep your balance, you must keep moving.*

*-Albert Einstein*



Samsung Galaxy tablet