



*“As a business owner , I know you don’t have time to waste on technical and operational issues. That’s where we shine! Call us and put an end to your IT problems forever.”*

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## 5 Smart Tips To Know Before Moving Your Data To The Cloud

### 1. Back It Up!

Migrating data to any new location is a mess and anything can (and usually does) go wrong. Therefore, make sure you have good, recent backup copies of everything before you make the move.

### 2. Maintain An On-site Copy

At first, moving to the cloud can be a bit scary. What can help mitigate the risk (and the fear) is keeping a local, on-site copy of your data and network image on a NAS (network-attached storage) device. That way you have a local on-site copy in addition to the working cloud copy.

### 3. Have A “Plan B” To Access The Internet

One of the biggest questions about moving IT to the cloud is, “What if the Internet goes down?” To mitigate that fail point, have a business-class Internet connection as your initial and main way to connect, and then also have a second Internet connection service as a backup. If Rogers is your main connection, you might consider keeping a Bell wireless account as a backup.

### 4. Use It As An Opportunity To Do Some Housekeeping

You could just copy and paste your files from your local machines into the cloud, but why not take this as an opportunity to re-evaluate the structure and organization of that data? Here are some ideas:

- Re-evaluate and/or update your file naming conventions and file organization. A good file naming policy will make it much easier to find files and information. Also, consider reorganizing all the folders into smarter, more efficient categories.
- Consider who will be using what and what levels of permissions are required to access files. Revisiting your permission levels will help keep sensitive data from falling into the wrong hands.
- Look at old files and consider deleting them or archiving them so they aren’t cluttering up your server and costing you money for storing and backing them up.

### 5. Phase The Move

Don’t try to migrate everything all at once. Create a transition plan and implement it. Make sure you move your files in bite-size pieces so that the changes are easy to digest for your clients, employees, partners and everyone else involved. This also gives you the opportunity to test the water before taking the plunge, and it allows you to put out one fire at a time instead of having all systems down or broken.



## Shiny New Gadget Of The Month:

### Big Blue Wireless Bluetooth® Speaker



Wouldn't it be nice to listen to music or watch a video from your mobile device with the same quality sound as a large speaker system? Well, now you can, but without the hassle of the big, bulky speakers!

Introducing the Big Blue Wireless Bluetooth Speaker...

This little speaker box packs a big punch. Get surround-sound quality with this wireless, Bluetooth-enabled device.

No cords, no apps and no extra parts to buy. The Big Blue conveniently connects to your MP3 player, smartphone, laptop or tablet providing crystal-clear sound in just seconds.

The small, compact design makes it a great device to use for travel or to transmit great quality sound for events indoors or outdoors.

This device can be found at Amazon.com.

Want to know if Cloud computing can boost your business and if you're ready for it?

Sign up for a **free, no obligation Cloud Readiness Assessment** (valued at \$595)

<http://www.TechnicalActionGroup.com/Cloud-Readiness-Assessment/>

Included in this Assessment:

1. **Cost Analysis and Inventory:** We'll look for ways to significantly lower your hardware, licenses, data and applications costs while simplifying and improving your workflow.
2. **Health Check:** We'll perform a 27-point audit of your entire network to look for potential problems, security loopholes, spyware and other hidden problems that you might not know about. All too often we find faulty backups, out-of-date anti-virus software, faulty firewalls, missing security patches—all which could end up costing you MORE in new hardware, support, business downtime and data loss.
3. **Cloud Readiness:** After we've looked at the above, we'll look at how your company works and shares information to determine applications or processes we can safely move to the cloud to improve ease of use and, of course, lower costs.

Afterwards we'll give you a Cloud Action Plan that shows you how we can save you money and resolve a number of work-arounds and problems you may not have been experiencing to date. Even if you decide not to hire us, having a third party conduct this type of assessment will give you some good information on saving money and the security and health of your computer network.

Spaces are limited so reserve your spot today while you're thinking about it!

<http://www.TechnicalActionGroup.com/Cloud-Readiness-Assessment/>

**Or E-Mail Joe Stoll at [JStoll@TechnicalActionGroup.com](mailto:JStoll@TechnicalActionGroup.com); or  
Call Joe direct at 416-489-6312 x 204**

## Move Over iPad...The Microsoft Surface Tablet Is Coming

In June Microsoft released a slick new Tablet for Windows 8 called the Surface Tablet.

Per Microsoft CEO Steve Ballmer "*The Surface is a PC. The Surface is a tablet. And the Surface is something new that we think people will absolutely love*".

The Surface's target are consumers as well as enterprise and power users. Availability in Toronto is slated for the end of the year at Toronto's first Microsoft retail store. In the meantime, here's a list of 10, what we hear, are its coolest features:

1. **Built In Kickstand:** Microsoft believes a stand should be an integral part of a tablet's design (take that, iPad!). So the Surface has a built in kickstand, making it like more like a laptop to use if needed.
2. **Skinny Genes:** The Surface is 9.3 mm thick—or "thin" as the marketing folks are fond of saying. That's 0.1 mm thinner than the new iPad. Surface is the first PC with a full magnesium case, making it light, yet rigid.



3. **Cover + Keyboard:** The Surface's coolest feature isn't its 10.6 inch display or ultra-thin design but rather the clever Touch Cover (separate piece) that's both a screen protector and a multi-touch keyboard. Just 3 mm thick, the Surface with Touch Cover attached measures a still-svelte 12 mm. The cover has a magnetic connector that secures it to the tablet. The keyboard doubles as a track pad with left and right buttons.
4. **Tap Detection:** Surface's keyboard has a few tricks up its sleeve. You can rest your hands on top of the keys—something you generally can't do with an onscreen keyboard. Microsoft invented a fast, pressure-sensitive digitizer that enables this feature; a feature called "tap detection" helps determine whether you meant to press a key or not. A second 1mm keyboard called "Type Cover" for fast touch-typists is available for users who prefer the feel of tactile keys.
5. **Surface Pro For Power Users:** The iPad and other tablets are primarily targeted at consumers, but Microsoft is casting a wider net with the Surface. The powerful Surface for Windows 8 Professional is designed for power users and enterprises. Featuring a 3rd-generation Intel Core i5 CPU, the Pro model runs Windows desktop apps, has full HG graphics, supports digital ink for pen input, and even has a nifty magnetic-charging connector for a stylus. Price? Microsoft says Surface Pro will be competitive with high-end Ultrabooks which suggests it will cost north of \$1,000. At the presentation event, Microsoft corporate VP Michael Angiulo kept referring to the Pro model as a "PC" rather than a tablet.
6. **Design:** Microsoft is very proud of its VaporMG manufacturing process that enables the Surface's sturdy shell, smooth finish, sleek design and intricate angles. The complex procedure begins with an ingot of magnesium, which is melted down to a molten state and molded to 0.65 inches thick; by comparison, a credit card is 0.75 inches thick. The resulting VaporMG case is thin yet strong. Said Panos Panay of the creation team "They've stacked every component so tightly in the product that if you stuck a piece of tape in the middle of the device, it would bulge out". The future is here.
7. **Full-Sized USB Port:** The Surface may be ultra-thin, but it's thick enough for a full-sized USB port. The benefit is that you won't have to cough up more cash for an overpriced proprietary cable to connect your USB-based peripherals. Hey Apple—you listening?
8. **Tuned For Skype:** Surface has 2 cameras—front and back. Microsoft hasn't released the cameras' specs yet, but has said the rear-facing "LifeCam" is angled to 22 degrees, allowing you to open the kickstand and conduct meetings hands-free. Surface's stereo speakers and dual microphones are "tuned for Skype", following Microsoft's purchase of the company last year. Given Skype's global popularity, a superior video-chat experience could help Surface gain a foothold in both the consumer and enterprise markets.
9. **Keeping It Cool:** The Surface for Windows 8 Pro, powered by a speedy Intel Core i5 CPU, can run demanding Windows desktop apps that generate a lot of heat. Microsoft's solution is "perimeter venting", a groove that extends around the outside of the case. The design allows air to be uniformly distributed across the entire tablet. Your hands won't block the airflow, either.
10. **Optical Bonding:** The 10.6-inch ClearType HD display has a 16:9 aspect ratio and a wide viewing angle. Its optically bonded design benefits stylus users by eliminating layers between the cover glass and the screen. So it's supposed to feel like you're inking right on the page.

We TAG geeks can't wait to get our hands on one of these and get playing! We'll let you know when we do, and give you our first hand feedback.

## How To Prevent After Hours Printing

If you have a color laser printer or one where the ink costs a lot to refill, you can limit the hours when users can access it. Limiting hours ensures an employee doesn't come in after hours to print their personal stuff. This helps with maintenance and saves your organization time and money.

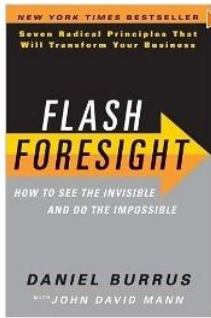
My wife told me a story some years ago about 20+ employees where she worked, who, after hours, printed a full colour 100+ page cookbook someone got their hands on.

Here's how to limit the hours using Windows 7 (this needs to be done on the server by someone with administrator privileges:

- Click the Start menu and select **Devices and Printers**
- Right click on a printer and select **Printer Properties**
- Click the **Advanced** tab.
- Select **Available From** and enter only the hours you want it to be used from.
- Click **OK**

When a user tries to print during the hours the printer is not available, they'll see a message that it's not available. Depending on your network situation, managing the print queue might become a tedious task. The President or other department heads might want to have their documents print after hours. Just remind them you're doing the company a favour by limiting the hours that an expensive printer is available.

Get This Book For  
Free!



I had the privilege recently of listening to Daniel Burrus, the author of "Flash Foresight" speak at an industry event in Orlando.

I loved his talk and book so much I bought 3 extra to give away to 3 of my readers who want to learn how to ....

**"See the Invisible And Do The Impossible" - Seven Radical Principles That Will Transform Your Business**

Daniel Burrus is one of the world's leading forecasters, corporate strategists, and visionaries. Over the past 25 years he has established a reputation worldwide for his exceptional record of accurately predicting the future of technological change and its direct impact on the business world. From small businesses to multinationals, individual careers to entire industries, *Flash Foresight* looks at how Burrus's seven radical flash foresight "triggers" have transformed dozens of careers, fortunes and lives.

Hurry and get your free copy by writing to  
Info@TechnicalActionGroup.com  
Subject : Flash Foresight. Include your full name, company name and mailing address.

## How a \$400 PC From Future Shop Can Cost You Double

I know many of you have been in this situation...A PC breaks down in your business (of course, at the worst possible time) and you need a new one, stat. You have a couple of options:

1. Call TAG (or your computer support provider) to order and install a business-class PC. This can be rushed and done within 1 to 2 business days.
2. Save time and a few hundred bucks by running to Future Shop, Best Buy or Staples yourself, get whatever's on sale and have us install it.



While option #2 sounds like a bargain and appears to reduce waiting time, it's worth considering the risks outlined here. These are based on our experiences with a few clients over the years who have purchased PC's on their own, without any guidance from the pro's (that would be us), or against our advice to not buy them on their own:

### Operating System

In most situations, the computers being sold at major retailers such as Future Shop and Best Buy are geared for home use, not business. As such the operating system that is preinstalled is a home version that cannot be properly networked with your business' server. What does this mean? Setting up seamless access for your staff member to use internal printers, network drives, databases and e-mail becomes very cumbersome at best, but most often, will not work at all.

To get past this, we have to organize the purchase of an operating system upgrade and install it on the PC. Not only does this cause a delay in deployment, but increases the overall cost of the PC by up to \$500 (1 - 2 hours of computer support, plus \$150 - \$300 for operating system).

### Hardware

Major manufacturers such as HP and Dell produce distinct product lines to service consumer (home) and business. The primary difference between the two is that the business products have components that have been field tested longer, and come with a longer and more comprehensive warranty. They are designed for overall stability, and to take the demands of a business user for 3—5 years (think Tonka truck durability). Simply put, the business class computer will long outlive the home class.

### Is Saving \$400 Really Worth It?

As mentioned earlier, if you buy a consumer grade PC, spending extra money on a new operating system and the labour involved is unavoidable if you want your employee productive. Aside from that, the life expectancy of 3 - 5 years of a business class PC is the much wiser investment.

One thing I always tell my clients who are struggling with the initial price difference between consumer and business class equipment is that if you look at the investment as a 3 to 5 year life expectancy, the purchase of better quality hardware with better support from the manufacturer will save long term on not only computer support costs, but costly downtime, frustration and stress from frequent hardware failures.

### Be Prepared

On a final note, as our clients are well aware TAG is a big proponent of always having one or two functional, spare systems available, ready to be used in a moment's notice so that a PC failure is not such a crisis, panic purchases can be prevented and employee productivity can be maximized.