

RB Balch PC Tips Newsletter, OCTOBER 2007 – Planning an office move?

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Reflections of **Better Business**

Your guide to technology and an error-free computer environment

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By: **RB Balch & Associates, Inc.** Full service, award winning computer consulting firm. Serving AZ since 93.

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SPECIALS THIS MONTH

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OCTOBER – HALLOWEEN Special. Trick or treat? What if your computer crashes. . . and you have no backup? A pretty scary thought. Be safe. Backup your data. For your individual computers and small (non server) networks, consider multiple USB hard drives – multiple so you can rotate off site. About \$125 to \$150 for a decent size One Touch type USB drive. We'll take \$35 off your bill for setup of backup devices. We want you to be protected.

REMINDER: we can help you "build" a new computer online with Dell – we do not markup – same pricing ordering with us or from Dell. We can order for you (no fee to order), bring and setup.

GENERAL INFORMATION

Contact us at 623-561-9366 OR at help@rbbalch.com OR online from our website www.rbbalch.com to schedule online. **If you schedule online, you'll save an additional \$10 off your next appointment.**

REMOTE TECHNICAL SUPPORT

Contact us for remote technical support - it's easy, fast, less interruptions at the office and less expensive for you! (1/2 hour minimum)

Our motto: "you don't have a problem until you have a problem". Think about it. Contact Rochelle at rb@rbbalch.com.

2 TECHNOLOGY/COMPUTER TIP

THIS MONTH: Quick Tips for Moving an Office

Considering moving your office? The key to a good office move is definitely planning – and then don't plan on it all going smoothly. Keep your cool and your sense of humor.

A few tips for planning an office move:

Physically check out the new space: is there network cabling? Enough network jacks? Are they in the right places? How about a spot for the internet connection equipment (patch panel, router, switch)? Is there a server involved? Is there a secure server room? Patch panel? Adequate air flow (air conditioning)?

Has there been internet connection prior to this suite? Who did they use? What are your options?

What is the lead time for internet activation? For phone activation? If possible, request the phone and internet to be on a few days before your move; you can then test the lines and be ready to setup and work when you move in.

Many times – many, many, many times – we've gone to move a client into an office only to discover that the connections are not live or that the equipment from the vendor is not there. Stay on top of vendors to ensure on time installation.

And then have a backup plan. How critical is it for internet to your business?

Planning a move? Let us help. Contact us at help@rbbalch.com 623-561-9366 or Rochelle directly at rb@rbbalch.com OR schedule on-line at www.rbbalch.com

Have an idea for a topic? Just let us know – or send in your questions to help@rbbalch.com

3 Andy's Did You Know?

By Andy Karpel, the "A lot about nothing" expert

MONTH: OCTOBER

Birthstone: Opal, Tourmaline, Pink Sapphire Meaning: Hope

October has two birthstones - OPAL and Pink TOURMALINE. The name opal is derived from the Sanskrit word "upala," as well as the Latin "opalus," meaning "precious stone" and the Greek word opallios - "to see a change of color.". The opal is a soft stone, easily altered in appearance by changes in heat and pressure. Opals are formed in near-surface volcanic rocks, within cavities and cracks. Opals are famous for their play of colors - Yellows and reds betray the presence of iron oxides. The spectacular black opals that sometimes flash green, blue and red get their color from magnesium oxides and organic carbon within the stone.

The principal source of opals is Australia, its magnificent black opals. Fire opals were first mined in Mexico, and continue to be produced today. In the United States, brilliant fire opals are also found in Nevada. Other commercial sources of opal are Brazil, Honduras, Nicaragua, Guatemala, Japan and Ireland.

The alternate birthstone for October is the TOURMALINE, a gemstone that exhibits the broadest spectrum of gemstone colors. Gem-quality forms of this mineral have in the past been misidentified as rubies, emeralds and sapphires. A famous tourmaline - the size of a pigeon's egg - belonging to the Russian Empress Catherine the Great was long thought to be a ruby.

The name of this gemstone is believed to derive from the Singhalese (Sri Lankan) word "toramalli," a term applied to yellow, green or brown stones, that means "something little out of the earth." A valued bi-colored variety of tourmaline, found in Brazil, is called the "watermelon." The outer edges of the gem are green, transitioning to a transparent white zone that gives way to a pink or light red interior.

Flower: Calendula, Cosmos

Astrological Sign(s): Libra - The Scales - Sept. 23 - Oct. 23

Scorpio The Scorpion Oct. 24 - Nov. 21

Moon Phases: Oct 3 Last – Oct 11 New – Oct 19 1st Qtr – Oct 26 Full Moon and **ALSO a Hunters Moon**

Wednesday, Oct 3 Techies Day (no kidding...Techies Day)

Monday, Oct 8 Columbus Day observed second Monday in October

Monday, Oct 8 Thanksgiving Day in Canada, 2nd Monday

Saturday, Oct 13 Navy Day *

Wednesday, Oct 24 United Nations Day

Wednesday, Oct 31 Halloween (BOO!!)

Saturday, Oct 27 Navy Day *

Andy's "I didn't know that"

Navy Day is on October 13th or October 27th (not another one of these multi day holidays?) Many nations around the world celebrate their navies, with a special day dedicated to them. Each country selects a date relevant to their navy, often the birth date of the navy. Of course in the US, Navy Day is commonly celebrated on October 27th.

This date was selected as it was the birth date of President Theodore Roosevelt, an avid supporter of the U.S. Navy. In the 1970's, research determined that the birthday of the U.S. Continental Navy was October 13, 1775. At the time, efforts were made to move Navy Day to this date. However, Navy Day in the United States is still largely recognized as October 27th. Either day give some well deserved attention to your proud US Navy. And even though I was in the US Coast Guard I still salute our sailors.....**And now you have the FACTS**

Andy's second hand "tidbits".....

October 26th - **Hunter's Moon** - also known as Blood Moon or Sanguine Moon - is the first full moon after the **Harvest Moon**, which is the full moon nearest the **Autumnal equinox**. If you in the area the 40th annual Feast of the Hunters' Moon on October 13th and 14th, 2007 at Fort Ouiatenon Historic Park near West Lafayette, Indiana. The Feast of the Hunters' Moon is a re-creation of the annual fall gathering of the French and Native Americans which took place Fort Ouiatenon, a fur-trading outpost in the mid - 1700s. It is held annually in early autumn on the banks of the Wabash River, four miles southwest of West Lafayette, Indiana. Maybe you can ask for a few days off to attend!!

Andy's "Imagine That" – Who is reading my emails?? In April 2004, Google launched Gmail, an invitation-only version of its e-mail service which offered a lot of storage space to its users. Google's competitors followed suit of ever-increasing storage capacity. Currently the three email providers are Yahoo! Mail service, MS Windows Live Hotmail (formerly MSN Hotmail) and Google's Gmail.

Today you can send larger attachments and many might never have to delete an e-mail again. Sound pretty good? We'll not that good. As it turns out that the U.S. government has been using the Stored Communications Act (SCA) to read private e-mails without a search warrant. These are e-mails stored on services like Gmail, Yahoo and Hotmail.

If the government wants to read e-mails that on their way to a recipient, they need to have a special type of search warrant, a wiretap order, which are tuff to get. So instead of worrying about in-transit e-mails, the government secretly accessed stored e-mails, justifying its conduct under the SCA. (Stored Communications Act).

So a person's entire history of electronic communication could be available to the government without a getting a warrant.

But a court ruling declared the government's actions and the SCA unconstitutional. The result is that stored e-mails are now more secure from government eavesdropping, since the government now has to get a warrant to read the stored e-mails of someone they're investigating. In its ruling, the court compared the state of e-mail today to the early days of the telephone. Like the early telephone, "e-mail is an ever-increasing mode of private communication" and it deserves the protections against "unreasonable searches and seizures" provided by the Fourth Amendment. The court also compared e-mails to a sealed letter, which carry with them a certain expectation of privacy.

..... "imagine that"

YET MORE important useless information

Before they invented drawing boards, what did they go back to?

Daylight savings time: why are they saving it and where do they keep it?

Do people in Australia call the rest of the world "up over"?

Where are the germs that cause good breath?

How come wrong numbers are never busy?

Which is the other side of the street?

Why are there interstate highways in Hawaii?

Why are they called "stands" when they are made for sitting?

Are part time band leaders semi-conductors? (I know a bad one!)

Can you buy an entire chess set at a pawnshop?

What if the hokey pokey really is what it's all about?

Why is a boxing ring square?

Quotes:

"Three things can not hide for long: the Moon, the Sun and the Truth"

.....Siddhartha

"Success is getting what you want; happiness is wanting what you get"Author Unknown

"It is wise to keep in mind that no success or failure is necessarily final".....Author Unknown



4 Community Update



RB Balch is proud member of:

Arizona Small Business Association (ASBA) - Chamber of Commerce - National Federation of Independent Business (NFIB) - Better Business Bureau (BBB).

College classes, FALL 2007. Contact GCC for registration.

Andy will be teaching Self-Promotion - ART255AA - 6 weeks. Beginning in August.

5 RB Balch. WHY do we issue this and WHO are we?

WHY: Purpose of this newsletter?

To help you learn more about technology and computers

To be informal and informative

To answer specific questions asked by readers

....To continue our commitment of keeping you informed

Reflections of **Better Business** (published since 1994) is for employees, clients, friends and associates of **RB Balch**.

WHO ARE WE: RB Balch. Computer-consulting firm. Established 02/93. Experienced. Reliable. Ethical. Good. Revenues since 1993 over \$20 million. Our mission is to be your one source solution for all of your computer needs. Consider us your "computer guy", your IT department. We're only an email or phone call away.

SERVICES: PC Field Support, Software Development Projects, Business/Marketing Consulting, Seminars & Keynotes.

PC Field Support: PC troubleshooting, network installation and maintenance, server and workstation setup/support, hardware and software upgrades, virus and spyware detection & repair, data recovery, backup/restore, programming, web design, web and email hosting, more. Troubleshooting is our specialty. Contact us as needed, or set-up recurring regular GOLD maintenance appointments (discounted, no contracts, no pre-paid bundle of hours required). We come to you.

Software Development Projects: PC development, no job too small. We specialize in projects 1 to 500 hours (longer projects also accepted). New or maintenance. Simple changes or complex systems. Programming, Databases, Web design, Contingency plans/strategy plans, etc. Available nationally.

Business Consulting: Utilize technology to help you grow your business - we're here to help. IT strategies, Disaster/recovery planning, IT security audits. Marketing and promotional plans.

Seminars, Keynotes: Technology and Motivational workshops, keynotes and lunch programs for your staff or association. As a successful entrepreneur and award winning business owner, Rochelle Balch, president RB Balch and international professional speaker (member of the National Speakers Association), is available for programs for technology, team building, marketing and business, and personal development. Get everyone on the same page to understand technology in your company. Mention this newsletter for discount off speaking fees. For sample topics see <http://www.rochellebalch.com>

Appointments: We offer, and highly recommend, regularly scheduled PC GOLD maintenance appointments. We offer on call/as needed service and emergency service. We are available weekends/evenings/holidays, and on special retainer, if required. No pre-pays, change frequency or cancel maintenance appointments at any time. Contact us at help@rbbalch.com, at 623-561-9366, or visit our web site at www.rbbalch.com for on-line scheduling. Contact Rochelle Balch directly at rb@rbbalch.com or contact Andy Karpel directly at andy@rbbalch.com if you like.

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