

## RB Balch PC Tips Newsletter, FEB08 – 15 yrs! – Tips for Hazardous Free Computing

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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. "**Providing easy technology answers to confusing technology issues**". tm

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### SPECIALS THIS MONTH - Celebrating 15 years!

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**FEBRUARY - SUPER SAVINGS MONTH SPECIAL. HAPPY ANNIVERSARY to US! RB Balch celebrates it's 15<sup>th</sup> year serving the greater Phoenix area Feb 1<sup>st</sup>!** Super Bowl month. Anniversary month. Valentine's Day. Even RB's birthday this month. SO, very special savings. Mention Happy Anniversary to your RB Balch tech at your visit this month and receive \$20 OFF your bill! Pretty easy. We appreciate your continued loyalty and support. PLUS – **GOLD** clients receive an extra \$15 off each appointment during our Anniversary month. 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 when we bring and setup for you).

### GENERAL INFORMATION

Contact us at 623-561-9366 OR at [help@rbbalch.com](mailto:help@rbbalch.com) OR online from our website [www.rbbalch.com](http://www.rbbalch.com) to schedule online. **If you schedule online, you'll save an additional \$5 off your next appointment.**

### REMOTE TECHNICAL SUPPORT

Contact us for remote technical support - it's easy, fast, less interruptions at the offices 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](mailto:rb@rbbalch.com).

**FREE GIFT: at your next appointment, ask your technology consultant for one our new handy memo pads and pens.**

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## 2 TECHNOLOGY/COMPUTER TIP

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### THIS MONTH: 7 Tips for Hazard Free Computing

*By Matt Montel, RB Balch staff member*

Over the years we have run across many disastrous situations that easily could have been avoided. See some simple tips below to avoid a critical situation - like data loss or hacking into your computer.

#### 1. File Storage

How do you store your email or documents? Storing email or documents in you Recycle Bin is a guaranteed way to lose them (yes, people actually do this). Save documents and emails in an organized folder system - with sub folders listed logically.

#### 2. Passwords

Where are your passwords? Are they taped to you monitor? Passwords should be in a secure place like a locked drawer or cabinet. Your password should consist of numbers, upper and lower case letters and special characters (i.e. !@#\*); it should be at least 15 characters. Don't use common names or words.

#### 3. Attachments

How big of an attachment are you trying to send with your email? A good rule of thumb is that you should NOT attempt to send an attachment of more than 5MG at a time. We have seen people try to send 40MG email then wonder why their email quit working! Big email attachments will stop and clog your outgoing email.

#### 4. Anti-Virus and Windows updates

With all of the new viruses and security holes being found every day, it is really important to stay current on antivirus and Windows updates. Without keeping current, you risk the loss of your documents - and the loss of your time and your money getting it fixed.

#### 5. Rebooting your PC

After you run a Windows update or an Antivirus update and are asked if you want to reboot now or later, just bite the bullet, close down any open documents or programs and do it. Waiting could expose you to errors or viruses.

## 6. Closing Windows Improperly

Are you just “flipping the switch” on your power strip or abruptly turning off your PC? You are risking data corruption and possibly corrupting your system. Close down Windows properly; go to the START button, and "shut down".

## 7. Unsafe use of USB drives

USB drives are great tools for transferring files from computer to computer but they are also great for transferring viruses or other spyware. Practice good habits by scanning your USB drives for viruses before plugging into another PC.

DO you have some helpful tips on what to do or not to do? Send them in to [help@rbbalch.com](mailto:help@rbbalch.com)

Any questions on software options? Contact us at [help@rbbalch.com](mailto:help@rbbalch.com) 623-561-9366 or Rochelle directly at [rb@rbbalch.com](mailto:rb@rbbalch.com) OR schedule on-line at [www.rbbalch.com](http://www.rbbalch.com)

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**Have an idea for a topic? Just let us know – or send in your questions to [help@rbbalch.com](mailto:help@rbbalch.com). Was this article helpful? Please let us know.**



## 3 Andy's Did You Know?



*By Andy Karpel, the “A lot about nothing” expert*

### MONTH: FEBRUARY

Birthstone: Amethyst    Meaning: Sincerity

Color: Purple

The word amethyst comes from the Greek word "amethystos" meaning "not drunk", and was believed to prevent its wearers from intoxication. Amethyst, the gemstone believed by ancient Greeks and Romans to ward off the intoxicating powers of Bacchus, also is said to keep the wearer clear-headed and quick-witted. Throughout history, the gemstone has been associated with many myths, legends, religions, and numerous cultures. English regalia were even decorated with amethysts during the Middle Ages to symbolize royalty. It has been associated with many myths, legends, religions, and numerous cultures.

Amethyst is purple quartz, a beautiful blend of violet and red that can be found in every corner of the earth. Historically, the finest amethysts were found in Russia and were featured in much royal European jewelry. Today, while Brazil is the primary source of this gemstone, fine material can be found elsewhere, especially in Zambia. The early Egyptians believed that the amethyst possessed good powers, and placed the stones in the tombs of pharaohs.

During the Middle Ages, it was used as medication, believed to dispel sleep, sharpen intellect, and protect the wearer from sorcery. It was also believed to bring victory in battle. In Arabian mythology, the amethyst was supposed to protect the wearer from bad dreams and gout. The amethyst was also the stone of royalty. It is the stone of Saint Valentine, who wore an amethyst engraved with the figure of his assistant, Cupid. (HINT...HINT...Saint Valentine's Day)

Flower: Violet, Primrose

Astrological Sign(s): Aquarius (The Water Carrier) Jan. 20 - Feb. 18

Pisces (The Fish) Feb. 19 - Mar. 20

**Moon Phases:** Feb 6 New – Feb 13 1<sup>st</sup> Qtr – Feb 20 Full – Feb 28 Last Qtr

Saturday, Feb 2 Groundhog's Day

**Sunday, Feb 3 Super Bowl Sunday - SuperBowl XLII in Glendale, AZ!!!**

Tuesday, Feb 5 Mardi Gras(Fat Tuesday)

Wednesday, Feb 6 Ash Wednesday

Thursday, Feb 7 Chinese New Years The year of the Rat. 4708

Tuesday, Feb 12 Lincoln's Birthday

Thursday, Feb 14 Valentines Day

Sunday, Feb 18 9<sup>th</sup> planet discovered Pluto. By Clyde Tombaugh. (1930)

Monday, Feb 18 President's Day

Friday, Feb 22 Washington's Birthday

Friday, Feb 29 Leap Day (Once every four years)

**Andy's "I didn't know that"** February 29, 2008, (February 29, 2012) Leap Day is every four years....almost. It's every four years except years ending with "00" that are not divisible by 400. The year in which this occurs, is called a Leap Year. So Why the fancy calculation? The earth rotates around the sun once every 365 and about 1/4 days. So, by adding an extra day every four years, we get mighty close to keeping the calendar consistent with the earth's annual trip around the sun.

And to be very precise, the earth orbits the sun every 365.242190 days. So, on years ending in "00", (except those not divisible by 400) we skip Leap Year and Leap Day.....**And now you have the FACTS**

**Andy's second hand "tidbits" Management Lesson 1:** A sales rep, an administration clerk, and the manager are walking to lunch when they find an antique oil lamp. They rub it and a Genie comes out. The Genie says, "I'll give each of you just one wish."

The admin clerk. "I want to be in the Bahamas, driving a speedboat, without a care in the world." Puff! She's gone. "Me next! Me next!" says the sales rep. "I want to be in Hawaii, relaxing on the beach with my personal masseuse, an endless supply of Pina Coladas and the love of my life." Puff! He's gone. "OK, you're up," the Genie says to the manager. The manager says, "I want those two back in the office after lunch." Lesson 1 moral of the story: Always let your boss have the first say.

**Lesson 2:** An eagle was sitting on a tree resting, doing nothing. A small rabbit saw the eagle and asked him, "Can I also sit like you and do nothing?" The eagle answered: " Sure, why not." So, the rabbit sat on the ground below the eagle and rested. All of a sudden, a fox appeared, jumped on the rabbit and ate it. Moral of the story: To be sitting and doing nothing, you must be sitting very, very high up.

**Andy's "Imagine That"** Its the Chinese New Year It's the year of the Rat, a Yang (positive) year. The date of Chinese New Years changes every year. It is a 15 day celebration, beginning on the first day of the new moon, and ends on the full moon. The celebration on the 15th day is called the Lantern Festival....**"imagine that"**

#### **YET MORE important useless information –**

Wisdom from the Military Manual

"If the enemy is in range, so are you." Infantry Journal

"Whoever said the pen is mightier than the sword obviously never encountered automatic weapons."  
General MacArthur

"You, you, and you ... Panic. The rest of you, come with me."

"Any ship can be a minesweeper. Once."

"Never tell the Platoon Sergeant you have nothing to do."

"If you see a bomb technician running, follow him."

"You've never been lost until you've been lost at Mach 3."

"The only time you have too much fuel is when you're on fire."

"Even with ammo, the USAF is just another expensive flying club."

"Never trade luck for skill."

#### **Quotes**

I want to keep fighting because it is the only thing that keeps me out of the hamburger joints. If I don't fight, I'll eat this planet..George Foreman

The game of life is a lot like football. You have to tackle your problems, block your fears, and score your points when you get the opportunity. Unknown

There is no I in TEAM.....Unknown

A hot dog at the ball park is better than steak at the Ritz.

.....Humphrey Bogart

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#### 4 Community Update

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RB Balch is proud member of:

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

Andy will be teaching Art Marketing and Self-Promotion - ART255AA at Glendale Community College, beginning Feb 04 for 8 Weeks.

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

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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. IT Computer Consulting firm. Established 02/93. Experienced. Reliable. Ethical. Good. Revenues since 1993 are over \$23 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 - IT Consulting, Software Development Projects, Business/Marketing Consulting, Seminars & Keynotes.**

*PC Field Support – IT Consulting:* 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 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 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](mailto:help@rbbalch.com), at 623-561-9366, or visit our web site at [www.rbbalch.com](http://www.rbbalch.com) for on-line scheduling. Contact Rochelle Balch directly at [rb@rbbalch.com](mailto:rb@rbbalch.com) or contact Andy Karpel directly at [andy@rbbalch.com](mailto:andy@rbbalch.com) if you like.

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## MAINTENANCE

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To be added or removed from our newsletter, go to: <http://www.rbbalch.com> and click on the Newsletter box on the right. OR call us OR simply reply to this email and write remove in the message or subject.

Your email address is absolutely only used by us at RB Balch.

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