

RB Balch PC Tips Newsletter, OCTOBER 08 – PLAN BEFORE YOU 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. **"Providing easy technology answers to confusing technology issues".** tm

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SPECIALS THIS MONTH - Celebrating 15 years!

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OCTOBER SPECIAL. Is spam driving you nuts? Are you - and others in your office "clicking" on links in emails because they look real? Don't click! And...consider installing spam filtering software on each PC or on your server. The initial investment will save you \$100's - if not \$1,000s later if you get infected. \$50 your next appointment when we setup additional spam filtering for you. We take protecting you seriously - and want to help you keep your costs down. FOR SPAM, preventative measures work.

WIN XP PRO. REMINDER. WINDOWS XP PRO is still available on new business model computers from Dell. We are a registered Dell business partner; let us help you order your new/replacement PCs. Consider replacement starting at 4 years +. Our equipment pricing is same as you see from Dell; we do not mark up computers/servers. Our business is providing on-site IT Service.

MOVING? Let us help you plan your move. Moving can be nightmare...Let us help you plan your move so you can have a smooth transition. Ask for one of our Technical Move Specialists.

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 \$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). As simple as going to a web site.

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: Plan Before You Move

By: ROCHELLE BALCH, RB BALCH (updated from last years' popular move article)

We're in the busy season for moving offices. Business owners are scrutinizing expenses, reviewing lease agreements, considering expansion (in some cases reducing space), and getting new offices for the first time. Even with all the talk of the state of the economy, there are many people moving forward and expanding.

The most important thing with a move is the pre-planning. When you move your home, if there are "glitches" you deal with it - no big deal. But, for an office move, when there are "glitches" it affects your entire office - and your ability to run the office - and thus, your ability to generate income. Plan, plan, plan.

TIPS FOR PLANNING AN OFFICE MOVE

The new location - physically check out the new space:

- Is there network cabling?
- Are there enough network jacks?
- Are the network jacks in the right places?
- Is there a spot for the internet connection equipment (patch panel, router, switch)?
- Is there a server involved?
- Is there a secure server room?
- Is there a patch panel?

- Is there adequate air flow (air conditioning) in the server area?
- Is there electrical in each room?
- Are there adequate (and then some) electrical outlets?
- Has there been an internet connection prior to this suite?
- Who did they use?
- What are your options?
- What is the lead time for internet activation?
- What is your backup plan if internet is not in as expected?
- Is there a phone system
- Cabling for phone?

Your current location

- Identify what will be moved
- How will you box and identify equipment?
- Identify what will stay
- Identify what will be replaced
- When will services be turned off?
- Identify movers

Prior to move - contact and confirm with all vendors. Re-confirm with all vendors. Repeat this step a few times.

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.

Day of your move

- Re-confirm with vendors
- Confirm internet and phones are working
- Confirm electrical is working
- Setup desks

- Setup computers

*** OK...SEVERAL STEPS involved day of move

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, there are no electrical outlets in the offices, 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.

AND OF COURSE, we can assist you with your entire move plan. Let us reduce your moving day stress. Contact us and setup an appointment with one of our experienced Technical Move Specialists. A planned moved, a smooth move will cost you less money - and get you up and running much faster.

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. Was this article helpful? Please let us know.

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, Mexico, and the United States. Other 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. Tourmaline is found in many localities including Brazil, Afghanistan, East Africa, and the USA.

Flower: Calendula, Cosmos

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

Scorpio The Scorpion Oct. 24 - Nov. 21

Moon Phases: Oct 7 1st Qtr – Oct 14 Full – Hunters Moon – Oct 21 Last Qtr – Oct 28 New

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

Wednesday, Oct 8 Yom Kippur begins at sundown

Monday, Oct 13 Columbus Day observed second Monday in October

Monday, Oct 13 Thanksgiving Day in Canada, 2nd Monday

Monday, Oct 13 Navy Day *

Friday, Oct 24 United Nations Day

Friday, Oct 31 Halloween (BOO!!)

Monday, Oct 27 Navy Day

Oktoberfest – September 20 to October 5

Andy's "Image That" Why should you know this? The Bermuda Triangle is also known as the Devil's Triangle, It's a region off the northwestern Atlantic Ocean in which a number of aircraft and surface vessels have disappeared.

Some people have claimed that these disappearances fall beyond the boundaries of human error or acts of nature. Popular culture has attributed some of these disappearances to the paranormal, a suspension of the laws of physics, or activity by extraterrestrial beings. Though a substantial documentation exists showing numerous incidents to have been inaccurately reported or embellished by later authors, and numerous official agencies have gone on record as stating the number and nature of disappearances to be similar to any other area of ocean, many have remained unexplained despite considerable investigation.

The boundaries of the Bermuda Triangle somewhat vary depending on where you read about it. The Triangle is one of the most heavily-sailed shipping lanes in the world and commercial and private aircraft regularly go back and forth between Florida and the various islands and towards South America from points north. Most of the accidents seem to be concentrated along the southern boundary around the Bahamas and the Florida Straits. The Gulf Stream Ocean current flows through the Triangle after leaving the Gulf of Mexico; its current of 5 to 6 knots may have played a part in a number of disappearances. Sudden storms can and do appear including hurricanes. The combination of heavy maritime traffic and various weather patterns makes it a strong possibility that vessels could be lost in the storms without a trace. Especially in the past before improved telecommunications, radar and satellite technology. **I am telling you this because I am headed the end of this month to that area. If you don't see a November newsletter then I am somewhere lost in the Bermuda Triangle!!!**

....."image that"

"Just like Andy.. October 14th is A Full Hunter's Moon. This was the time to hunt in preparation for winter. This full Moon is also called the Travel Moon and the Dying Grass Moon. **October 13th or October 27th Navy Day.** Many nations around the world celebrate their navies. Each country selects a date relevant to their navy, often the birth date of the navy. 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 US Navy. In the 1970's, research determined that the birthday of the US Continental Navy was really October 13, 1775. At the time, efforts were made to move Navy Day to this date. However, in the US it's still largely recognized as October 27. Either day salute the Navy!!...**AND now you have the facts!**

Andy's "I didn't know that".....Oktoberfest is a two week festival (dates vary), held in Munich, Bavaria, Germany and Oktoberfest celebrations around the world. Each year, the Oktoberfest is opened, as the mayor of Munich taps a keg a of beer. There is even a special brew made, called Oktoberfest beer. (CHECK WITH YOUR BOSS maybe they will tap a keg!!). Oktoberfest is not just a celebration of beer. It is a huge festival with lots of food, music, dancing, rides, and carnival booths.

Oktoberfest celebrations and festivals are held around the world during this time. These festivals also celebrate the rich heritage of the German people. The first Oktoberfest was held on October 12, 1810. It was held to commemorate the marriage of Crown Prince Ludwig (King Ludwig 1) to Princess Therese of Sachsen-Hildburghausen. The wedding took place on October 12th, and a great horse race (in celebration of the marriage) was held a few days later on October 17th. The marriage was celebrated annually, and came to be known as Oktoberfest. Early Oktoberfest celebrations were held in October. The festival was eventually moved to September, as the weather was better earlier in the Fall. Oktoberfest has been held annually since 1810. Throughout this time, it has been canceled only a few times, due to wars, and once due to a major Cholera outbreak (1854) in the area. Millions of people annually flock to Oktoberfest in Munich to help celebrate.....I didn't know that"

YET MORE important useless information

Money isn't made out of paper; it's made out of cotton. The paper used for U.S. Currency is composed of 75% Cotton and 25% Linen.

The Declaration of Independence was written on hemp (marijuana) paper.

The dot over the letter "i" is called a 'tittle'.

Some lipsticks contain fish scales to provide the glossy or shiny look.

Ketchup was sold in the United States as a patented medicine in the 1830's. It was known as "Dr. Miles' Compound Extract of Tomato."

There are no words in the dictionary that rhyme with: orange, purple, and silver!

If you have three quarters, four dimes, and four pennies, you have \$1.19. You also have the largest amount of money in coins without being able to make change for a dollar (good to know - I think?)

Can I Stop crying while peeling onions? Chilling an onion keeps in the juice and prevents it from evaporating/vaporizing as quickly. Freezing the onion actually holds it in place completely. Chewing gum is kind of gimmick; it keeps your mouth open and breathing more than usual. This means that the onion fumes aren't all entering you nasal cavity in as much thus reduces the crying effect (now that's some good information!!)

Quotes:

"Eye of newt, and toe of frog, Wool of bat, and tongue of dog, Adder's fork, and blind-worm's sting, Lizard's leg, and owlet's wing, For a charm of powerful trouble, Like a hell-broth boil and bubble".....William Shakespeare

"I sincerely believe that banking establishments are more dangerous than standing armies, and that the principle of spending money to be paid by posterity, under the name of funding, is but swindling futurity on a large scale".....Thomas Jefferson

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).

RB Balch is a Dell register partner.

- Andy is teaching Art Marketing and Self-Promotion - ART255AA at Glendale Community College.

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. 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, 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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