

Technology:

**“Computer Tips, Cellular Technology,
etc.”**



Todd McElmurry
Curtis Blakely & Co., P.C., CPAs
2403 Judson Road
Longview, Texas 75605
(903) 758-0734
tmcelmurry@cbandco.com

What we will cover today

- Maintaining and cleaning up your PC
- Software (Operating Systems, AntiVirus, etc.)
- Netbooks
- Cell phone technology
- Ways to stay connected
- What lies ahead

Maintaining what you have

Preventative Maintenance:

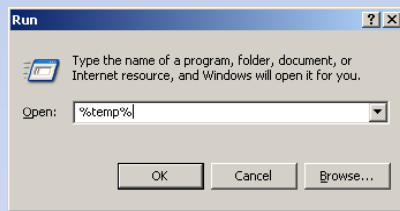
1. External/Internal Cleanup
2. Anti-virus
3. Malware/Spyware prevention and cleanup
4. Organization

System Cleanup

Internal:

Cleaning up your system internally can extend the life of it. These are a few of the simple tasks that you can do once a week, once a month, quarterly, or even once a year.

- **Clean up Temp folder**
 - **Choose, Start, Run, %temp%**

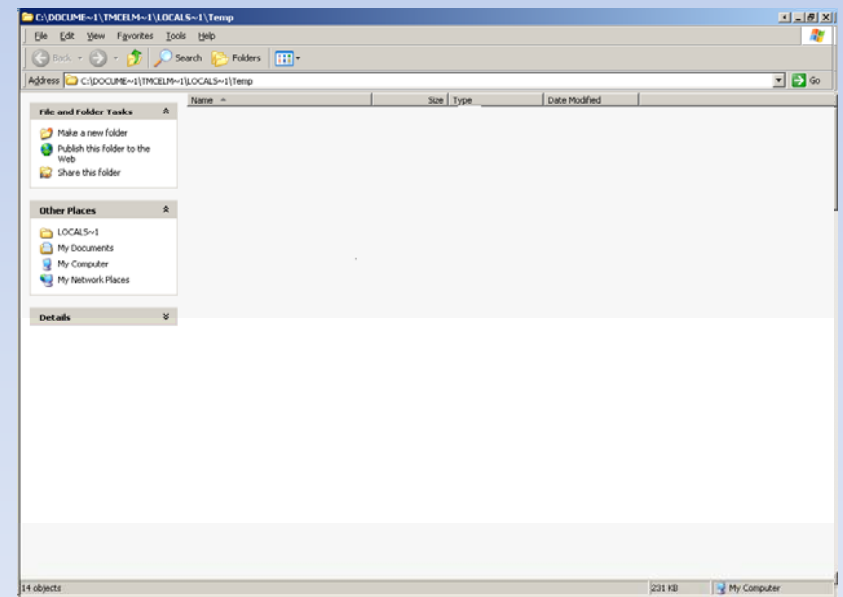


Delete all files that are found here

Edit, Select All, File, Delete

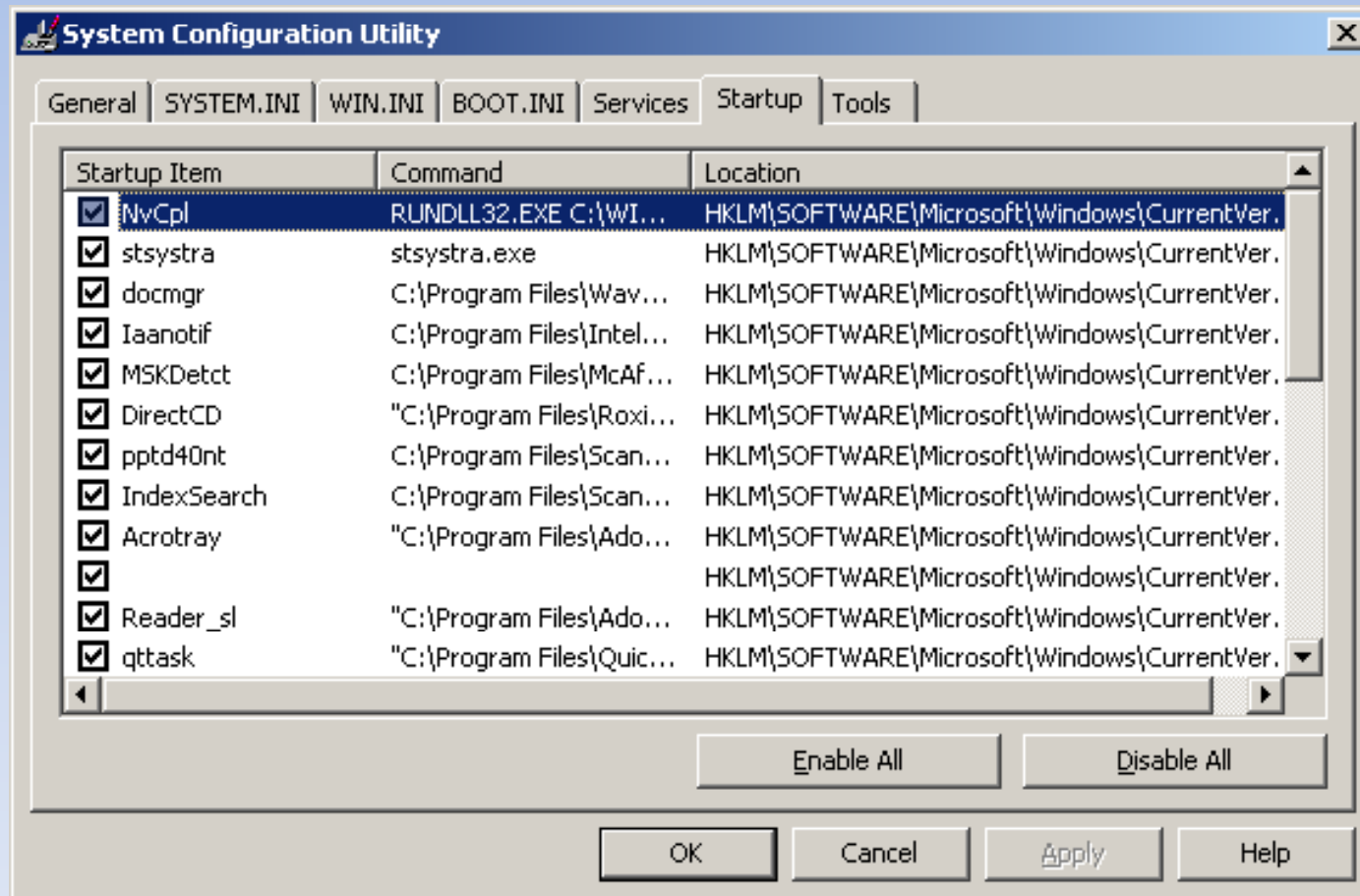
Then make sure to empty the

Recycle bin.



MSCONFIG

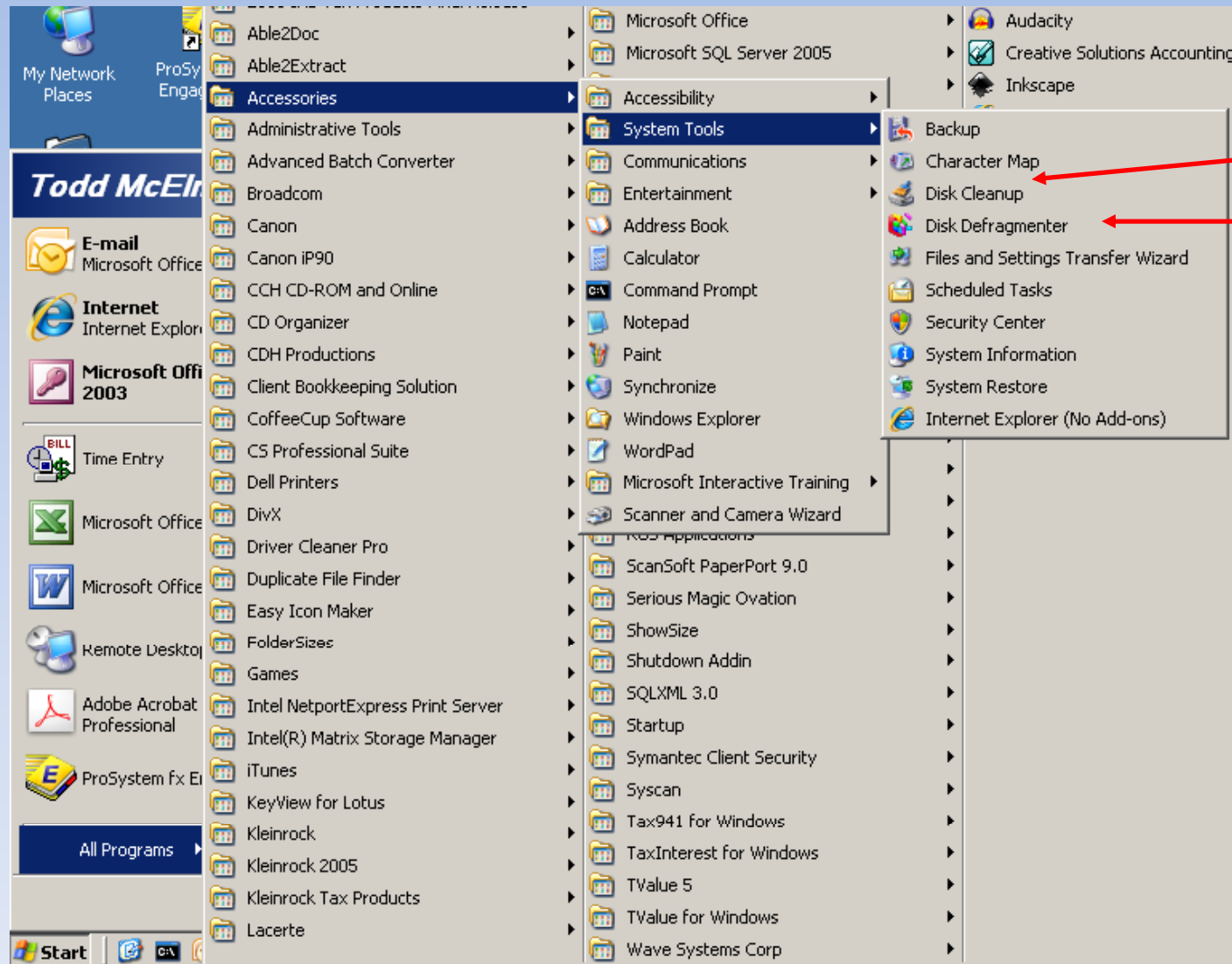
Start, Run, type in MSCONFIG



Cleaning up the System

Disk Cleanup and Defrag

Start, Programs, Accessories, System Tools



Disk Cleanup

Start, Programs, Accessories, System Tools, Disk Cleanup

What does it do?

Allows you to select files on the Hard Drive that you want to remove.

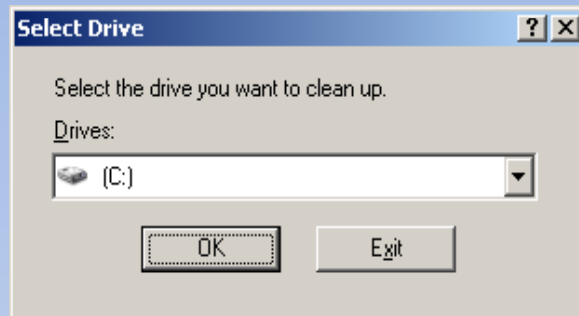
These files include but are not limited to:

- Temporary Internet Files
- Recycle Bin
- Compressed Setup Files
- Microsoft Office Setup Files

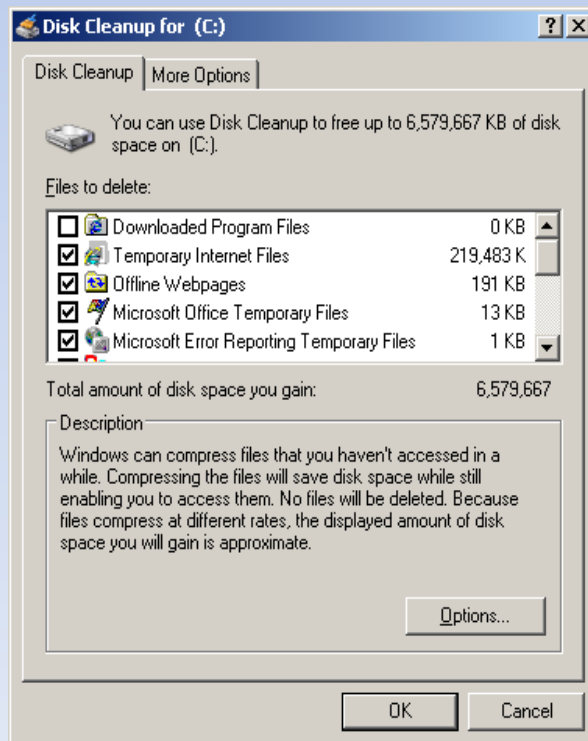
Each item will give you a description of what files it includes

OSX has 3 cron scripts that run at different intervals of the day that keep most all cache data cleaned up

1. Choose the Drive you want to clean up (Scan may take a while, depending on size of drive)



2. Choose the files you want to delete



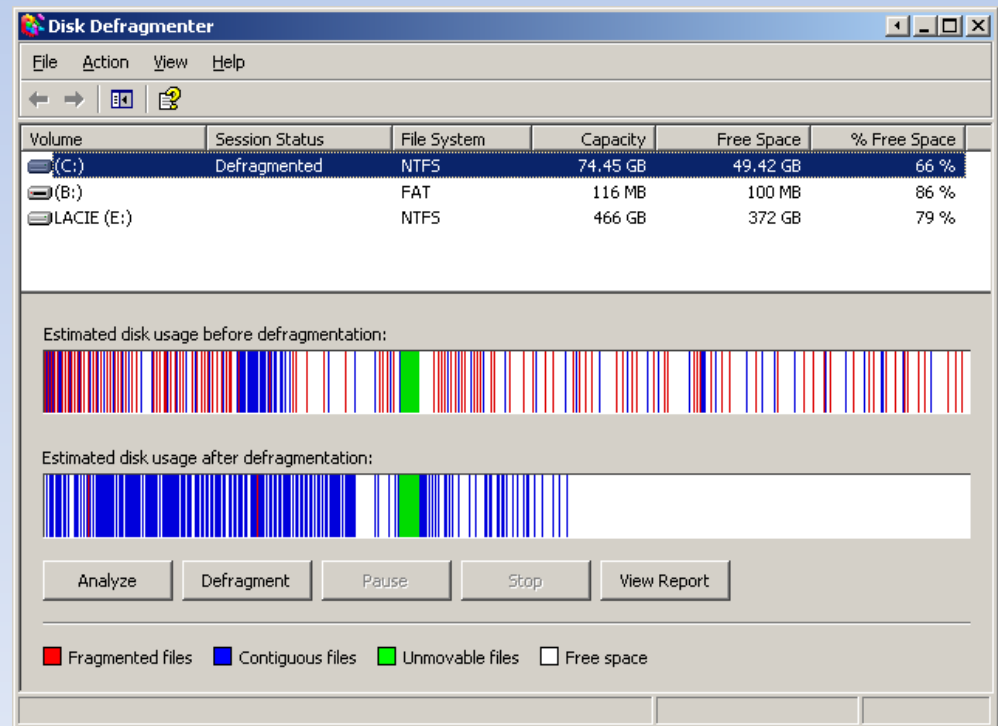
Disk Defrag

Start, Programs, Accessories, System Tools, Disk Defragmenter

Performing a defrag at least once a quarter will help out dramatically, especially if you have a large amount of data that you are accessing from your local Hard drive.

Start, Program Files, Accessories
System Tools, Defrag

OSX uses 3rd Party disk utilities



Updates (Windows and other Software)

Updates

Often when we think of updates we only think Windows, this is not true.

- **Windows** – www.windowsupdate.microsoft.com

Updates can be schedule in Control Panel to be downloaded and installed at a specific time. Computer must be powered on and a user logon must be initiated if needed.

- **Software**

Many of your software titles release service packs and other hot fixes periodically. Most update links are found under Help.

- **System itself**

There are times where the Computer itself will have updates available for equipment drivers and other equipment that reside on it. Check the manufacturers website for more details.

Adware, malware, and spyware Scans

What are these threats:

- **Adware**
Any software application in which advertising banners are displayed while the program is running.
- **Malware**
Any program or file that is harmful to a computer user. Thus, malware includes some computer viruses, worms, Trojan.worms / viruses, and also spyware programming that gathers information to be used maliciously.
- **Spyware**
Any technology that aids in gathering information about a person or organization without their knowledge.

Fight adware, malware, and spyware...

Be mindful of sites you visit, email links you click on

Use software to protect from and to check for new invasions

- Spybot Search and Destroy
- HiJack This
- Lavasoft “Adware”
- Microsoft “Windows Malicious Software Removal Tool”
- Many, many others.....

Most Anti-Virus software suites now have built in protection for these threats

Anti-Virus Protection

Anti-virus Protection is a must. DO NOT operate any PC without AV protection on it first.

- AV Software not only protects from computer viruses, they protect you from identity theft, malware/spyware, hacking attempts, etc.

Free?

- There are free solutions but most if not all only offer 30 to 60 day trial protection

What's right for me?

- All provide protection, some provide heuristic scans (look for files created a certain way and block them before a signature file is created.)
- Read reviews

Top Anti-Virus companies

Symantec (Norton AntiVirus) www.symantec.com

Kaspersky www.kaspersky.com

Panda www.pandasecurity.com

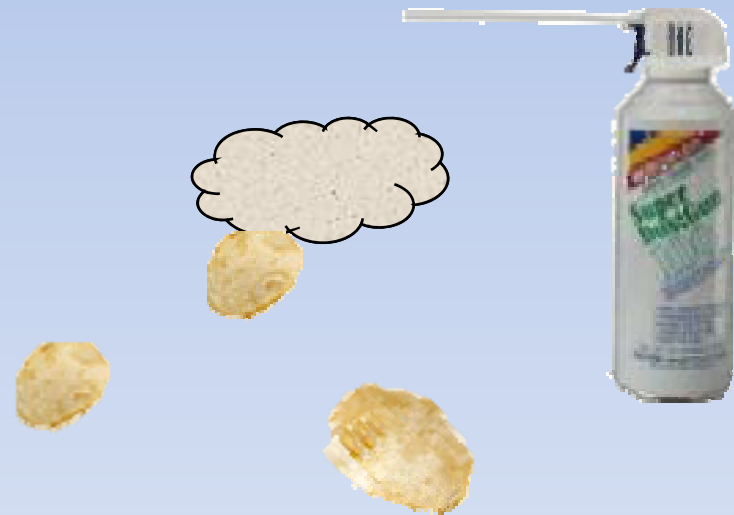
Trend Micro www.us.trendmicro.com

McAfee www.mcafee.com

AVG www.grisoft.com

External (The PC Itself)

Canned Air – Your friend in the battle of Food, Dust, and Paper
Blow off the fans, keyboards, Ports (USB, NIC, etc.)



Don't be afraid to open it up every now and then. Blow out the inside, get those dust bunnies off the Processor fan, and off the system board.

Is it time for something new?

Upgrade of Older Equipment

How often do I need to upgrade?

- Every 3 to 5 years
- When software you use dictates it

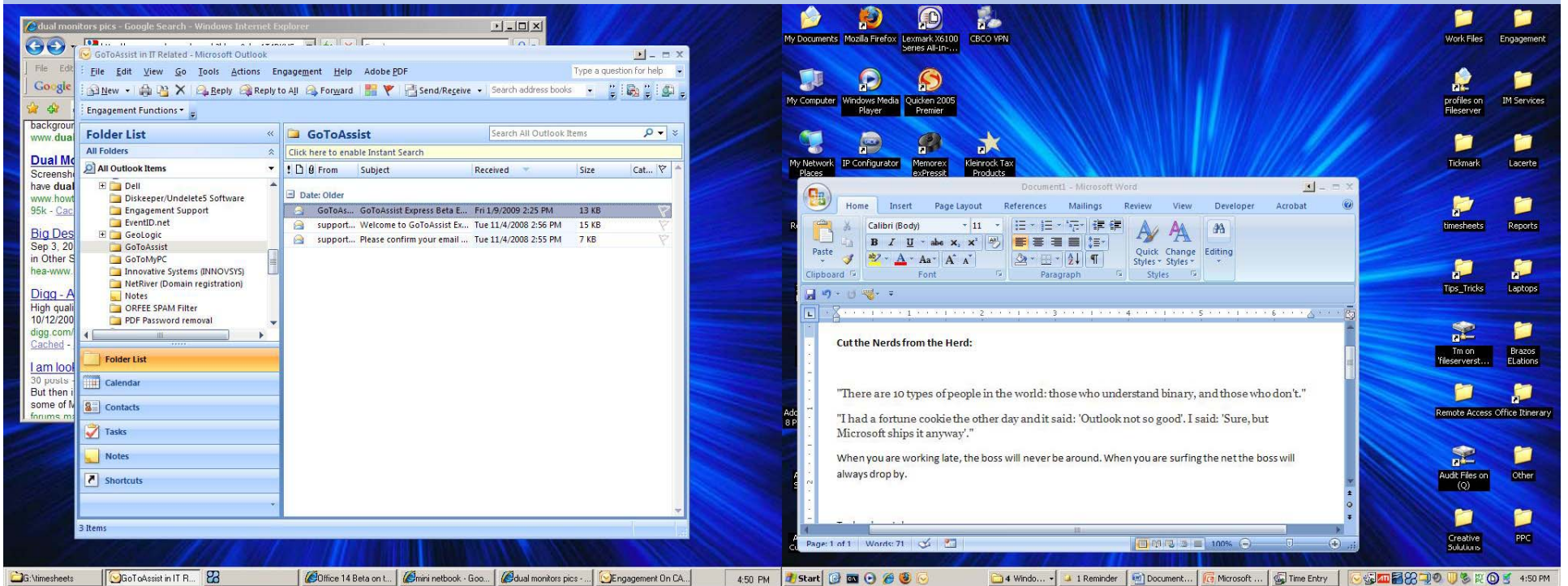
What do I need to look for?

- Processor Speed (Multi-core Processors <Quad Core available>)
- Memory (2GB minimum, more the better)
- Choose an Operating System that will work with your software and equipment. (32 bit or 64 bit - *I would recommend staying with 32 bit for now*)
 - Windows (XP, Vista, Windows 7)
 - Mac
 - Linux

Items that help improve work environment

- Wireless Mouse/Keyboard
 - Logitech
 - Microsoft
- Dual Monitors
 - Dual Monitors allow for more desktop real estate.
 - Can customize Programs to take advantage of dual monitors
- Personal Scanners / Laser Printers
 - Personal Scanners prevent bottlenecking at MFP's
- PDF software (Adobe, etc.) allow for data to be used more globally

Multi-mon Software (for use with dual monitors)



<http://www.mediachance.com/free/multimon.htm>

The Electronic Leash

More and more we are continually in demand, and have to find ways to stay connected.

What keeps us connected?

Remote Access via Notebooks, Tablet PC's, Smartbooks and Netbooks
<GoToMyPC, VPN, Windows RDP, etc.>

Cellular Technology

Cell Phones

Smart Phones

Smartbooks

Netbooks

Netbooks

The primary difference between a netbook and notebook is the size and functionality.

Netbooks are generally defined by the following:

- Small portable laptop designed for wireless communication and access to the internet
- Screen 10" or smaller
- Low powered X86 compatible processor
- Under 3 lbs
- No optical disk drive



Smart Phones: Ways to stay connected

Sndng txt msgs 2 people

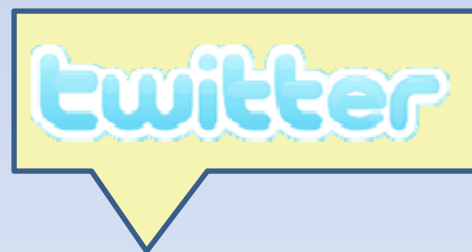


Send/receive email
from your phone.

POP3

IMAP

Webmail



Tweeting – if it works
for the birds it can
work for me.

Cloud Computing

Dependency with Technology



Most Common Models



- **Blackberry**

- Uses RIM OS
- Curve (up to 4GB), Pearl (up to 2GB), Bold (up to 8GB), Storm (up to 16GB)
- Designed for Business users, but starting to see more apps for casual users.



- **iPhone**

- Uses iPhone OS or OS X iPhone
- iPhone (8GB – 16GB), iPhone 3G (8G – 16GB), iPhone 3G S (16GB – 32GB), iPhone 4G (due 2011)
- Starting to get more business apps available

Most Common Models



- **Android**

- Uses Google's Android Service (Linux based)
- T-Mobile , Samsung, Sony Ericsson, Motorola
- More Android phones available Q2 and Q3 of 2009



- **Palm WebOS**

- WebOS (integrates windows-based O.S. with browser simplicity) *
A more windows feel environment*
- Palm Pre (8GB) ,Treo, Centro

Cloud Computing

Data and applications reside in your office or on an external server that is accessible via the internet.

You can access data and manipulate it with a PC, laptop, or smart phone anywhere you have internet access.

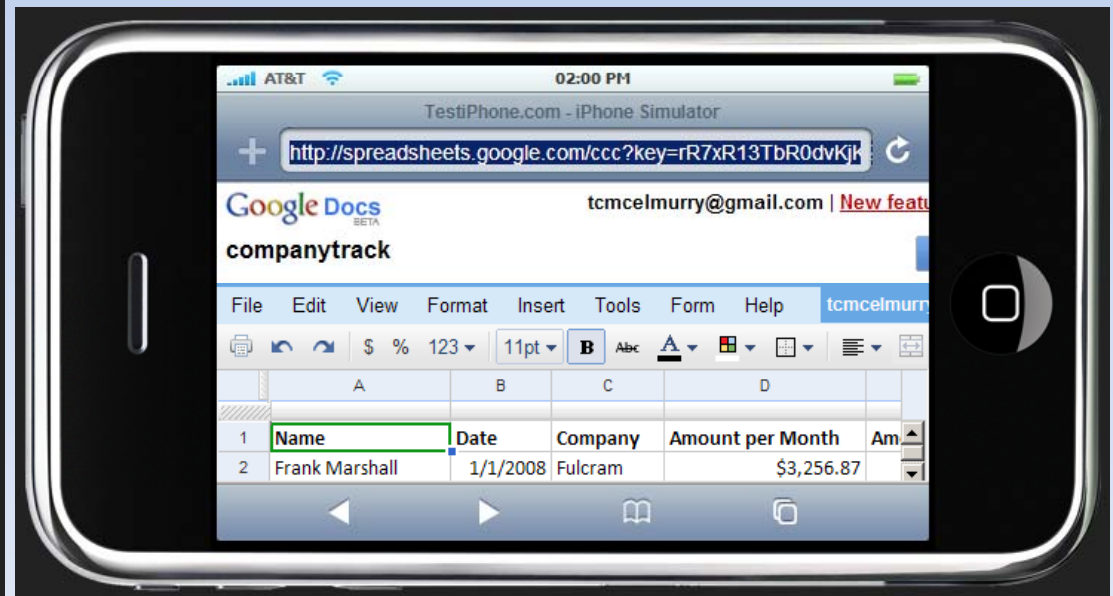
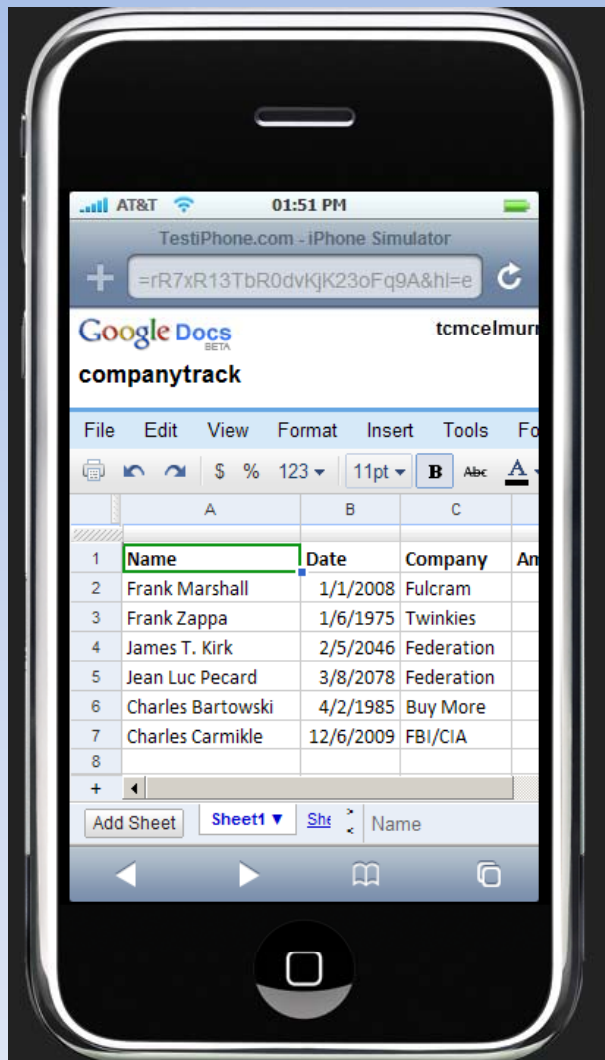
i.e. [Google Documents](#)

You could then login and make any changes to the documents.

Unleashing your Smart Phone

Your Smart phone can be used for Cloud Computing and Remote access of a PC.

Images created using iPhone online simulator to access Google document.



Ways technology can help with business

- Connect with your clients based off their needs and wants
 - Blogging (Post upcoming events, service work, specials, upcoming events, etc.)
 - Twitter <micro-blogging> (Upcoming service work, tech support, specials, upcoming events, etc.)
- Connect your employees together (satellite offices, remote workers)
- Provide opportunities for employees to do more away from the office
 - Time with family but still connected to work if needed
 - Work while in transit, no more late hours in the hotel room
 - Work from home if needed

What's on the Horizon

- Windows 7 – October 22, 2009
- Office 2010 (previously known as Office 14) – 2010?
- Smart phone upgrades and advancements
 - OLED Displays, larger storage space, more apps, faster networks
- More streamlined Cloud Computing
- Network upgrades (Telco's are going to be busy)
 - Currently telco operators deliver 36 hours of internet connectivity daily to their customers, by 2013 it's estimated to be 48 hours per day

Thank You

Six Editions of Windows 7

Windows 7 Starter: Great for Netbooks and older systems that will never act as a DVR and don't need to join an Active Directory domain. It's a bummer that it lacks Aero and Touch, but what do you expect for something that tacks on a paltry \$15 to the price of the hardware. Your netbook probably won't have a touch-screen or decent graphics chip anyway.

Windows 7 Basic: For "emerging markets" which means you'll only see it on an internet café computer somewhere in Laos.

Windows 7 Home Premium: This edition of Windows has existed for years, but used to be called Media Center Edition (MCE) in the XP days. This is what to use if you want to be able to hook your computer up to your TV to use as a DVR and media hub. Virtually all home computers and non-business laptops will run this.

Windows 7 Professional: Basically the same as Home Premium, but adds Active Directory domain membership support. This is the edition that will come with most office computers.

Windows 7 Enterprise: It doesn't matter what this has because you'll never see it unless you're given a computer from a large corporation. (It adds booting from a virtual drive and BitLocker encryption to the Business edition.)

Windows 7 Ultimate: This is for the person who also bought an "Extreme Edition" CPU and cannot stand the thought that somehow, someone out there might have something better than him. Microsoft deserves the opportunity to milk all the money they can from this kind of user.

Article from PC World online Business Center. Author: Michael Scalisi

Michael Scalisi is an IT manager based in Alameda, California.