



# *Technology Tracks*

## *Matrix Business Solutions*

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## Backup Technologies

The best advice as far as backups go is to have information in two places. If a hard drive dies, if the information can be recovered, the process can usually run around \$2,500 - \$3,000. For small businesses, a good approach is to use external hard drives to back up files on the office computers. For larger businesses, using a tape drive for backups, rotating tapes kept off-site in case of a catastrophe. There is also a move to also using online backups, which can be used as a second backup strategy or moving to it to avoid the need for media. If you would like to pursue a backup plan or review your existing one, please give us a call.

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## Suspend Your Laptop

Did you know that you probably don't need to shut your laptop down if you're transporting it? Most laptops sold over the past three years have a suspend mode, where you can close the top on the laptop to put in into Standby mode. Leave the applications that you use during the day up and running.

The laptop will save memory as it's loaded to the hard drive, and will retrieve it from disk when you open the lid, resuming where you left off. This should save you time booting up and shutting down your laptop.

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## The Final XP Service Pack Is Here

Microsoft has released Windows XP Service Pack 3, which is the last service pack planned. The service pack is primarily an accumulation of patches to date and is low risk to install.

Microsoft has ended the sales of Windows XP through OEM and retail channels as of June 30, 2008. While you can still get it through systems builders like Dell, Windows Vista is Microsoft's long term direction. Microsoft will likely drop support of Windows XP in three to four years.

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## Web Winner

Would you like more information to help you run your business? The Small Business Administration has been increasing its online presence, adding more of their information online. Check it out at [www.sbaonline.sba.gov](http://www.sbaonline.sba.gov).

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## Tips & Tricks

Have you ever wanted to highlight a complete document or page all at once, instead of dragging your mouse all the way from the bottom to the top of the page just so you can copy and paste it somewhere else? If it's two pages or more, it can become redundant to use your mouse for all of the text. Even then, sometimes your finger slips off the mouse and you have to start all over again anyway.

So, if you're tired of all that nonsense, you can select all of the text on a page all at one time. All you have to do is select it all!

There are two ways you can do this. One is going to the **Edit** menu in whatever program you're working in (a Web page, MS Word, etc.) and choosing **Select All**. That will highlight the complete page of text, pictures, etc. Then you can just copy and paste the material wherever you want it. The job will be done much faster than using your mouse! The other way to select it all is by using **Ctrl + A**. That keyboard shortcut will do the exact same thing. Just click once on the page you want to copy, press **Ctrl** and **A** at the same time and poof, it's done. Happy selecting!

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## Want To Improve Your Efficiency?

If you would like us to take a look at how we can improve your operations through use of computers, you have a problem that you just can't fix, or if you just want to speed up your system, please call us at (937) 438-5897.