



# *Technology Tracks with Matrix Business Solutions*

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## Hard Drive Imaging

Would you like to be in a great position for recovery if a hard drive crashes? The ultimate and quickest recovery is to have a combination of second hard drive with an image of your original one (recovering installed software) and a backup of your data files. We can create an image of your hard drive so if it fails, we can replace it, then pull the data from the recent data backup to get your system back up and running quickly. We can also image the drive to DVDs to forego the cost of a second hard drive until it's needed. If you have a backup without the image, your data can be recovered, but all of the software would need to be re-installed on a new, empty hard drive.

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## DocX

No, it's not the other long lost brother of Racer X. It's the new Microsoft Word 2007 format.

If you are running older versions of Microsoft Office and need to open a .docx file, you'll need a converter installed. It's available on Microsoft's web site or you can contact us to get a copy.

If you have moved to Office 2007 and share documents via E-mail or over a network, you may want to consider using the backwards compatible .doc format instead of the new Office 2007 .docx format to eliminate compatibility issues with other users. The option to change compatibility may be found within Word 2007, in the Options.

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## Secure vs. Unsecure Wireless Networks

What's the difference between a secure and unsecure wireless network? An unsecure wireless network has no password, allowing anyone to connect and use the connection. If the wireless router provides access to the internet, then it allows the connecting system to access the internet and may also allow systems to connect to other computers on the same network. A wireless network can be secured by implementing a check for a wireless key (common encryption types are WEP and WPA keys). If this is used, then a connecting computer must enter the key in order to connect to the wireless network through the router.

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## Web Winner

Through the web site [www.annualcreditreport.com](http://www.annualcreditreport.com), you may request a free credit report once within twelve months from the three consumer credit reporting companies – Equifax, Experian and Transunion.

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## Want A Quick Closer?

If you want to save time trying to click on the little X in the corner to close a program, try holding down the Alt key and press the F4 key. Using <Alt><F4>, you can shut down the current program quickly. If you press <Alt><F4> at the Windows level, it will initiate the shut down options.

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## Windows Service Packs

Here's a quick update on Service Packs - Microsoft recently released Windows 2003 Server Service Pack 2. They are planning to release the first service pack for Vista by the end of the year and service pack three for Windows XP is planned for the first half of next year (2008).

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## Eliminate Incorrect E-mail Addresses

Have you entered an incorrect E-mail address into Outlook 2003 and now it recalls it every time you try to enter the desired address? You can eliminate it from Outlook. To do it, the next time that it appears in the Outlook E-mail address window, use the Up or Down arrow key to select the bad address, then hit the Delete key. This will eliminate the E-mail address from Outlook's "memory"!

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## Are Your Backups Good?

Would you like for us to review your backup plans? Please call us at 438-5897 and ask for Mark Schneider. We'll arrange a visit to see how we can help.