



## How To Back Up Your Smartphone

You regularly back up your computers (or at least you should), but do you do the same with your smartphone? Given the massive amounts of contact information, photos, videos and other data we all carry around on smartphones, it's critical to back them up or risk losing all that data forever. There are two basic ways to back up your phone: automatically to the cloud or manually to your computer.



**To The Cloud.** Cloud backups are secured with your password-protected account. They can easily be configured to run automatically so you can "set it and forget it." Apple users can use iCloud to back up photos, contacts, calendars and other data. Turn on and configure iCloud Backup by going to Settings > iCloud. Android users can back up to Google servers in much the same way, using a Google account. Configure your preferences by going to Settings > Backup.



**To Your Computer.** Both Apple and Android users also can back up data directly to a computer manually. Generally, connecting the phone to the computer by cable is the quickest way to do this. Apple users can also use iTunes Wi-Fi Sync to wirelessly back up phone data to a computer. Remember, though, when backing up your smartphone to a computer, your data is only as safe as that computer. Be sure to back up the computer regularly as well.

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## What's Hot in August?



### **Application Of The Month:**

#### **Rocketbook: A Super- Convenient Way To Store And Organize Handwritten Notes**

If you're like me, you still like taking notes with a pen and paper. Problem is, note pages can pile up, get lost and be a pain to organize. But thanks to a special notebook called Rocketbook, you can still take notes the "old-fashioned" way of pen and paper, but then file, organize and store your notes digitally for quick access and retrieval!

Rocketbook looks like an ordinary pad of paper. To use it, simply take notes as you would on any pad of paper, using the Pilot FriXion pen. When you're done, the built-in app creates a high-quality JPG image of your notes and files it to the folder of your choice inside Evernote, Dropbox, Google Docs or OneNote. You indicate which folder each note goes to by marking clever little icons at the bottom of each page.

When the pages are full, simply microwave the notebook for 30 seconds to completely erase and reuse. Rocketbook currently comes in two sizes and is available at indiegogo. Just search on, "Rocketbook."

### **The Lighter Side:**

#### **Are You A Walking**



Then you're going to LOVE this! There's a great way to prepare for the next zombie apocalypse while

getting in shape and losing weight – it's called the Zombies, Run! app. This app combines gaming and audio adventures to make losing weight interesting. It works by giving you tasks and goals to reach in a zombified universe, like reaching humanity's last outpost or gathering supplies to live. Each mission is tied to a fitness goal, like running 5k in a session, so you're getting fit while you find out what happens next. Zombies, Run! is available to download on both [iOS](#) and [Android](#).



### **MEET MIKE**

Mike began his employment at CSU as a printer technician back in 1997. Since then he has been our dispatcher and our inside sales person. Wearing so many hats over the years has given him a true perspective from the customer's eyes and he is able to remedy many issues before they are ever escalated to our service department. August is Mike's birthday month – Happy Birthday to a fabulous CSU team member!

## How To Avoid Runaway IT Projects That Empty Your Wallet

In 2002, McDonald's decided to implement a system to provide their corporate executives with a bird's-eye view of their 30,000 stores, to track, measure and monitor everything from profitability to cooking-oil quality. The project, named "Innovate," was a massive five-year project with a billion-dollar budget. Two years into its implementation, McDonald's executives abandoned the project and wrote off the \$170 million invested, saying they needed to reduce capital expenditures.

Even though YOUR business isn't a McDonald's with a billion-dollar IT budget, chances are you've had at least one failed IT project that derailed, emptying your wallet and leaving you with nothing other than a grudge. And if you haven't had that happen yet, chances are, as you grow, you will. So how do you avoid going down a rabbit hole of spending on an IT project? Here are five key strategies to keep you on track:

1. Begin with the end in mind. The clearer you are on what "success" is for the project, the more likely you are to achieve it. Take the time to sit down with your executive team and decide exactly what the new system LOOKS like (including the interface, if you're developing one), how it performs, what it does and how it works.
2. IT projects need to be driven by an executive who understands the business need and outcome, NOT the IT department. If you and your executive team aren't going to be heavily involved with the process, decisions and management of the project, don't start it.
3. Think in smaller, "bite-sized" projects. One of the problems with the McDonald's project was that it was so complex, affected multiple business systems and had such an enormous scope, it was almost guaranteed to fail. If you have a major system to build or overhaul, break it into smaller, manageable chunks so that problems are contained and costs controlled.
4. Manage the project hours. Scope creep is the biggest challenge to keeping your project on time and on budget. If your project starts to take on a life of its own and goes over your budgeted time frame and your budget by more than 10%, it's time to start re-evaluating what's going on. Excessive overtime is a red flag that the project was not thought through properly, that you have the wrong team working on it or that it's being grossly mismanaged. Don't ignore it.

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## Do You Keep Your Server In A Closet?

Confusion. Dizziness. Fatigue. Muscle cramps. These are some of the first signs of heat exhaustion in humans. But did you know that your SERVER can also suffer from heat exhaustion and "meltdown," causing slowness, blue screens, random reboots and complete meltdowns? If you keep your server in a closed closet or other small, confined space, here are three things you need to address during hot summer months to avoid premature loss of your equipment and data.

**Room Temperature.** Server rooms should be kept between 68° and 72° Fahrenheit (20°-22° Celsius). If you keep your server in a closet with a closed door, the heat emitted will quickly elevate the temperature to levels that will damage hardware. Consider opening the door or putting in a good exhaust fan to pull the hot air out.

**Ventilation.** Good airflow is critical for maintaining a safe room temperature and reducing dust, the next culprit that causes damage to electronics.

**Dust.** Perhaps more dangerous than room temperature is dust. Dust acts as insulation, and traps the heat generated by your computer components. A regular maintenance routine to keep your components clean and dust-free is essential.

Computer hardware is expensive, and unexpected downtime is incredibly frustrating. If you want to extend the life of your equipment and avoid the sudden meltdown, make sure your server closet is set up correctly.

If you need help, give us a call for a FREE Summer Server Room Check at 703-968-2600. We'll be glad to do a free evaluation on your server closet or room and let you know if you're at risk of heat exhaustion and dust damage.

## Final Thoughts from



"As a business owner, you don't have time to waste on technical and operational issues. That's where we shine! Call us and put an end to your IT problems finally and forever!"

Michelle Sherman  
President

## Window's 10 – Key Features for the newest Operating System

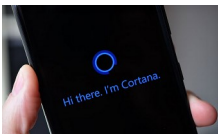
Microsoft's newest operating system, Windows 10 is set to launch on July 29. A list of new innovations and features, from the Start menu to better multitasking to a brand new browser, have been implemented in the new OS, all aimed at improving user experience. Additionally, Microsoft has refreshed the overall appearance with a much cleaner, easier-to-understand design. They have made enough changes with this new operating system to warrant skipping a number altogether.

Here are a few key features of the new Windows 10:



### Microsoft Edge

Windows 10 comes with a new Internet browser called Microsoft Edge. Edge is officially a replacement for the aging Internet Explorer. Edge allows you to add notes, while accessing web pages, for future reference. It also comes with a new reading mode that removes all the other distracting elements of a web page and leaves you with just the text. This allows for a good reading experience, not to mention faster loading time.



### Cortana

Cortana is Microsoft's personal assistant and the rival to Apple's Siri. When Cortana first arrived in preview versions of Windows 10, there were several bugs and compatibility issues. But Microsoft has been working hard to address these. Just like on Windows Phone devices, you can interact with Cortana using either text or by asking a question. Cortana can perform many basic tricks and tasks, such as taking notes, scheduling meetings, setting alarms, calling people on Skype and playing music. "She" can also search your computer, OneDrive account, and even your business network to find files based on your input.



### Continuum

Window 10's Continuum feature is designed to make the OS work seamlessly on hybrid desktop and tablet devices. Users are able to switch between touch and desktop modes, depending on the device they're using. When you unplug your keyboard and mouse, a small pop-up will appear asking whether Windows should switch to tablet mode. Once tablet mode is enabled, all the windows on the desktop will immediately go to full screen. On the other hand, if you plug in a keyboard and mouse, Windows 10 will launch another pop-up asking whether you wish to return to desktop mode. Another impressive feature of Continuum is the ability to connect your Windows Phone with a PC, essentially turning your smartphone into a pocket-friendly desktop.



### Start Menu

The absence of a Start menu in Windows 8 caused dissatisfaction among most Windows users. Microsoft won't make that mistake again! The Start menu will be returning to Windows 10 at the front and left of the home screen. When opened, the menu splits into two columns – one with the traditional list of programs, the other clickable or touch, app-style icons. A universal search function has been added to the Start menu, making for easier file browsing.



### Easy Shut Down

No more navigating through Charms. Now, Microsoft takes us back to pre-Windows 8 by making Shutting down easier. Simply press Alt+F4 while viewing the desktop and choose from options, including Shut Down, from the drop down menu.

While windows 10 has been created to enhance the end user experience, we recommend that you speak with your IT company prior to downloading this new release. At Computer Services Unlimited we recommend that you wait until all the bugs and kinks are worked out by Microsoft– which will take at least 3 to 6 months-before you think about upgrading to this new operating software. Call us at **703.968.2600** if you have any questions.