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### End Your PowerPoint Presentation with Movie Credits!



Everybody loves a pat on the back, especially after contributing to a great project.

When you end your next PowerPoint presentation, don't just list your sources, give thanks to those who helped you in your research by epicly animating their names, movie credit style! This post will guide you through the steps of creating an animated movie credit style thank you list using PowerPoint 2013. Let's get started!



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## About Directive

We are a technology consulting firm specializing in technology implementation and management for businesses. We're known for providing big-business, Enterprise-Level IT services to small and medium-sized businesses.

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## What Does a Fully Realized BYOD Environment Look Like?



The growing popularity of employees bringing in their own devices into the workplace (BYOD) is challenging the traditional model of IT for businesses. Many companies are embracing BYOD and adapting their IT networks accordingly. With the way things are trending, it's important to ask yourself where all of this is heading, and consider what a fully realized BYOD environment will look like.

### Can a Smartphone Replace a Workstation?

In the current BYOD environment, personal devices are useful accessories to workstations, but how far are we from personal devices like phones and tablets replacing workstations? While it's true that a new smartphone still can't stack up to new workstation, it's also true that a new smartphone can compete performance-wise with a PC that's five (or more) years old when it comes to many job essential tasks.

This is a relevant topic to consider because, due to the economic recession of recent years, many businesses are trying to stretch their IT budgets by delaying the replacement of their hardware. This means that a lot of the work being done on workstations around the world, and perhaps even your own office, can be accomplished by the latest mobile devices.

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## Is a Paperless Office Possible?



We are doing business in a digital world. Technology has become so prevalent that the employee who pulls out a notebook at a meeting is now the odd man out. Yet, you will still find dated paper-consuming devices in modern offices like fax machines. Is it possible for an office to go completely paperless?

In theory, it is possible to use several digital solutions to alleviate our dependency upon paper and stop killing the poor trees, but in practice, going paperless is very difficult. Even with all of

our digital advancements, paper consumption in modern offices continues to increase by 20% each year, and it has been estimated that the average office worker uses one piece of paper every 12 minutes.

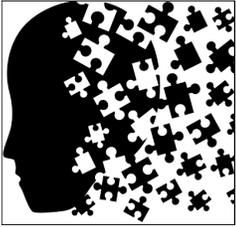
### What's causing the Paperless Problem?

Your own desk may be testimony to this paperless paradox. You may have a smartphone loaded with paper-saving apps, sitting next to a pile of scrap paper that needs to be recycled. Across the room may sit your old fax machine, still churning out the occasional paper fax. Maybe the reason for this paradox is that digital advancements actually give us more ways to print things.

Fifteen years ago, you couldn't print from your cellphone. Now, every new mobile device comes with wireless printing capabilities. If your fat fingers cause you to hit the wrong button on your device while reading a blog article, then you might walk by the printer and see that you accidentally printed it off and wasted paper.

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## 4 Tips to Build a Network Jigsaw Puzzle



Your IT infrastructure is a lot like a puzzle. There are many pieces of technology that connect to form one big solution.

If just one piece of the puzzle is missing, then the picture is incomplete and the solution will not work properly. Good thing we're great at piecing together IT puzzles!

Have you ever put together a puzzle? Seriously, puzzles take forever! If you're planning on piecing together the puzzle of your own IT network, then you should be prepared to invest a large amount of time into this project. Although, unlike a puzzle, which can be an enjoyable way

to spend quality time with your family, an inexperienced user trying to setup an IT network for a business usually doesn't have extra time to spare, and when the deadline is missed, then piecing together a network is anything but enjoyable.

Whether you're piecing together a puzzle or building an IT infrastructure, there are rules and guidelines that you can follow to make the task go quicker. Every seasoned puzzler uses a standard approach when tackling 1000 pieces of fun. We can learn a lot from this old game and use these puzzle making rules to help you build your own IT infrastructure.

### Start With the Border

When making a puzzle, you will start by dumping out the entire box and flipping

over all the pieces. You will then separate the pieces with the straight edges and begin building out your four borders. Building a puzzle border is like having a technology roadmap in place before starting work on your network. You need to have parameters in regards to both your budget and the technologies you will be installing. Without a technology roadmap, you will go over budget and buy more equipment than you need, and sink more time into the project than you have to.

### Find the Biggest Object

With the puzzle pieces laid out and your border made, you will now separate all the pieces that belong to the major object in the puzzle and begin building it. For example, if your puzzle is of a white

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## 5 Personnel Expenses Saved By Outsourcing IT



It's convenient to have an in-house IT technician. If your computer freezes up, you can call the IT department and

they will swoop in and save the day. This is how in-house IT is supposed to work, but it's hard to hire anyone that's 100% reliable. We think it's actually more advantageous to outsource your IT; here are 5 reasons why.

### Onboarding Costs

Let's say you want to hire a new IT technician. Have you ever done the math and figured out how much it takes to hire a new staff member? Considering all the paperwork that must be processed by HR, including insurance, taxes, and all the other expenses that add up, and you're looking at \$9,444.47 just to onboard a new employee at \$8 an hour. There's no onboarding cost or signup fee with Directive's managed IT service.

### Training

If you're lucky, you can find an IT technician to hire with loads of experience in exactly what you need; although, an experienced technician requires a larger salary. Your other option is to hire an inexperienced technician for less. In the long run, this move won't save you payroll dollars because you end up paying for their training. When you choose Directive, it's essentially like onboarding a trained technician because we make sure our techs are fully trained before touching a client's computer.

### Time Off

For something as important as your computer network, you almost have to hire two technicians because you cannot risk leaving your system unattended when one technician goes on vacation or has a sick day; and with the way technology works, the one day your technician is out, is the one day your server will crash. At Directive, we are fully staffed to handle any of your technology emergencies at any time.

### Insurance

The bigger your staff is will mean the bigger your insurance bills will be. More employees means you will pay more for unemployment insurance, property insurance, medical insurance, and any other insurance. By outsourcing your IT work, you can keep your premiums low with a smaller staff.

### Salary

The biggest personnel expense that you will save by outsourcing your technology needs with Directive is payroll. Take the yearly salary of what it would cost you to pay for one technician and you will see drastic savings compared to how much a service contract with Directive will run you.

You may be thinking to yourself that, with an in-house technician, you will have someone right there by your. . .



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## What Does a Fully Realized BYOD Environment Look Like?

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Think about it. Many of the mobile business apps can perform all the essential tasks their desktop counterparts can, and thanks to the cloud giving businesses the ability to virtualize an entire office, you can now view almost all of your applications on your mobile device's web browser, even outside of the office! Response time for these mobile apps are as strong as their Wi-Fi connection, and new smartphones even have multitasking capability, which allows you to simultaneously do critical work like, editing files, sending text messages, browsing the Internet, and of course, making phone calls.

The big question then is; what's keeping people from switching out their computers for mobile devices? For many users, the only difference between their personal device and their PC is that one has a keyboard, and a mouse, and the other does not. If you have every tried to do any serious business on your smartphone, then you understand that lacking a keyboard to type an extensive e-mail, or trying to browse content-rich websites on a small screen, will begin to wear on your nerves and make you long for a keyboard and full-sized monitor.

Today, the lines between mobile devices and PCs are becoming more blurred with the release of every new mobile device model; smartphones have CPU, memory, and they are programmable. There are Bluetooth-enabled keyboards on the market that you can use with your smartphone and tablet, and to blur the lines even further, many new tablets are coming out with a port that you can use to attach a keyboard, which will essentially turn your tablet into a laptop.

### The Office of the Future

Perhaps a fully realized BYOD environment will look like an office without PCs. In this realized future, an employee's desk will have a monitor, a keyboard, and a mouse that can be easily used as a thin client as an employee's smartphone will have the computing power that most PCs have. If a company's entire IT infrastructure is virtualized, then there would be no need to own and maintain computers because all of this can be done over the cloud using a mobile device. Also, due to the fact that mobile devices operate wirelessly, this BYOD-centric environment will have few, if any, cables. Instead, priority will be given to having a strong Wi-Fi signal.

While we may not yet be at the place where you would feel comfortable virtualizing your entire network and trading in your desktops for smartphones, it's important to make adjustments and upgrades to your IT network to prepare for this eventuality, or whatever direction the future takes us. Making a drastic change like this to your IT infrastructure, or even a small change like allowing for BYOD, will require professional guidance so you can get the most out of your upgrades, and make sure that the changes being made are done safely and not leaving your network vulnerable to hackers and viruses.

The IT pros at Directive can guide you with any of your network upgrades, and provide you with an IT roadmap that will help you achieve your IT goals at a comfortable and affordable pace, even if your goal is having a fully realized BYOD environment like we described. To make your mobile devices, your IT networks, and all of your technology work for you, call Directive at 607.433.2200.



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## Is a Paperless Office Possible?

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Then there is the old mindset of "We need to keep a physical copy, just in case." In case of what? Are you worried about a natural disaster taking out your power forcing you to dig up a copy of your credit card statement so you can pay your bill on time? This scenario is not very likely and its standard practice for major companies to keep thorough digital records of everything so you don't have to keep a physical copy.

### You Need a Paperless Plan

When it comes to successfully going paperless, you have to be deliberate in your paperless resolve. Going paperless

requires changing habits, and habits are hard to change by simply creating a new policy that says, "From this day forward, no one can print anything." To be successful, you will need to have a paperless plan, implement the best solutions, and train your staff on how to use them.

To implement the best paperless solutions, you will first have to identify what are the biggest paper wasters in your office. Your three biggest wasters may be your printers, fax machines, and your mail. You can replace your old fax machine with a fax server solution that will digitize all incoming faxes and send them to your e-mail's inbox. After your new

fax server solution is installed on your network, give yourself the satisfaction of forcefully disposing of your old fax machine...off the roof of your office building.

While you can't eliminate letters that people mail to you, and you don't want to if these letters contain checks, you can go out of your way to pay all of your bills online and encourage your customers to sign up for online billing. One way to encourage this is by offering your customers a discounted rate or another incentive if they sign up for paperless billing.

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## Is a Paperless Office Possible?

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In regards to your printer, if you have the determination to try and do business without one, then we applaud you. However, for 99% of businesses, ditching the printers is not an option. If you commit to ditching your printers, then you will have to send all interoffice communications digitally. There are many different technologies

that can be used for this. Another printer solution is to install a print server; this will allow the network administrator to better control who can print what, which will help conserve paper.

If you commit to a paperless office, then you will not only have to overhaul your office with new technology, but you will also have to commit to

training your staff on how to use it, and work closely with them until you see changes in people's paper consumption habits. Directive can help, give us a call at 607.433.2200 and let us walk you through all the steps you will need to go paperless!



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We partner with many types of businesses in the area, and strive to eliminate IT issues before they cause expensive downtime, so you can continue to drive your business forward. Our dedicated staff loves seeing our clients succeed. Your success is our success, and as you grow, we grow.

## 4 Tips to Build a Network Jigsaw Puzzle

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Pegasus flying over a rainbow in space, you will first want to separate the white pieces from the rainbow pieces and then start work on your Pegasus. When it comes to your IT infrastructure, your biggest object is your server. You will want to pick out a server that meets your needs, fits your budget, and also has enough extra power and resources that it can keep up with the growth of your company for at least five years.

### Multi-Object Search

Next in your puzzle, you will tackle the smaller objects, like the rainbow and the planets, and position them where they are supposed to go. With your objects made, you will start to see everything fall into place

and objects will start to connect with each other. When it comes to building your IT network, once you have your servers figured out, you will then focus on the other pieces of equipment, such as your workstations, routers, and all the other network devices that you have shopped for and picked out to meet the unique needs of your business.

### Finishing Touches

With your borders and your objects in place, now comes the easy part of filling in the empty space with the extra pieces you have left. Because you approached the puzzle with a plan, this final step will be easy and you will be done in no time. Knowing the needs of your business makes shop-

ping for equipment, and installing everything easier.

Not having a plan when setting up your IT infrastructure is like doing a puzzle without having the picture on the box to go off of, it will be a futile task. The better prepared you are for piecing together your network means the more time and money you will save. At Directive, our computer networking experience has made us surprisingly good at puzzles. If you need help designing and installing your network, or if you are stumped on a puzzle, then give us a call at 607.433.2200.



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SCARIEST HALLOWEEN COSTUME GOES TO:  
THE BLUE SCREEN OF DEATH