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What's New in Firefox 13



For those who use Mozilla Firefox as our web browser of choice, you may have noticed that

there have been a large number of updates over the past year, leaping from version 4 to the now current Firefox 13. Mozilla has been following an aggressive roadmap to improve performance and features.

Mozilla's rapid release plan has some users confused. . . .



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<http://bit.ly/LJWIZt>

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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Go Green: 6 Ways Your Company Can Save Energy



Businesses are inundated with information, programs and quick solutions on making companies green. Some of these suggestions can be implemented today, others may take more time. However, going green, can save your organization significant amounts of money. Wasted paper, plastic cups and wasted electricity are all money literally thrown away. Here are a few suggestions to get you off on the right foot:

Print Less

By using emails when possible, sending PDF's instead of faxes and avoiding printing things that are just going to sit on your desk, your company will save a noticeable amount of money. Traditionally, 35% of a company's waste comes from paper. If employees get in the habit of not using paper when possible, not only will you save on waste but also shredding and recycling costs as well.

Go Paper Free

In addition to printing less, phasing out paper filing systems and storing documents digitally have more than just money saving potential. Cloud drives and external storage drives allow you to save a bulk of information securely. Also, by having this information stored digitally, it is

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Was my Computer Always this Slow?



We think this is something everybody can relate to. That computer or laptop that you bought a few years ago seemed very fast and capable when it was first set up, but these days it doesn't seem to have the same get-up-and-go. Why does performance degrade as time goes by?

We are using the term 'old' pretty loosely, don't you think? After all, a computer is considered old after 3-5 years, depending on how good it was in the first place and how well it is taken care of. Technology simply depreciates quickly - new hardware and software is coming out all the time. Combine that with innovations in hardware manufacturing and demand, which leads to better prices for better technology, and you've got an industry that flies forward without looking back.

So why is that once reliable 5-year-old workstation feeling so sluggish lately? Is it the manufacturer's diabolical agenda to plant a doom-seed in every piece of electronics to ensure it dies right after the warranty? There are actually a few reasons why your computer is running slow.

Your computer is unorganized

When you first bought your computer, it wasn't running a lot of software. It didn't have as many files on it either. As a computer's hard drive fills up, it can get fragmented, which is the computer equivalent of a disorganized file cabinet. All of that data that you have saved, deleted

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Health for the Office



Do you work in an office and sit in front of a desk all day? Chances are, you have experienced back pain or tight

shoulders. Maybe you get headaches from staring at the computer all day. Well today we will discuss some tips on how to reduce the negative effects that office work can have on your body. Working these tips into your day can have a dramatic effect on your mental and physical health and you will feel all the better for it.

Change your Commute

Lets start with the hardest tip first: walking or biking to work. Obviously this one doesn't work for everybody depending on your commute, but if you wanted to make a massive change in your health and you are within a couple miles of your office, this will have a tremendous effect. If you walk or bike to work, you don't have to worry about traffic and it allows you to fit in a workout every day before and after work. The best part about it is that it sets the stage for the day: your blood is moving, your endorphins are flowing and you just feel good.

Visit the Water Cooler

The next tip may be hard for many, however it is a lot easier than the last one: Drink plenty of water and stay hydrated all day long. You may be surprised that your body feels better overall just by drinking water. Remember that you should have 64 ounces of water every day. That translates to a cup of coffee in the morning and 4 water bottles through the day. Taking frequent breaks to visit the water cooler can also help you get up out of your chair regularly, which will help prevent a whole slew of problems that can arise from sitting in one place for too long. This brings us to the next tip:

6 Tips for Working Better While Traveling



Modern technology makes it easy to get things done from anywhere, allowing employees to work while on the go. One

of the caveats of working while traveling is keeping focused. Unlike sitting in the office where an employee can focus, traveling puts workers in busy airports, coffee shops, or poolside at a hotel. Here are a few tips to help you focus on tasks while on the road.

Personal Wifi

Plenty of public places offer free or cheap Wifi. Unfortunately, sometimes you get what you pay (or don't pay) for. Busy hotels are notorious for this - you can get on the Wifi for free or for a daily fee, but once you are on the connection is slow and spotty at best.

If you plan on doing a decent amount of travel, you'll want to have a way to access the internet from anywhere. You can do this by purchasing a Mifi device or tethering your smartphone. Both op-

tions are available through your cellular carrier, and will give you access to your own bandwidth so you don't need to rely on someone else's. Just be aware of your data limits.

Pomodoro Technique

Essentially, the Pomodoro technique lets you manage the time you work with a kitchen timer. It's simple; work for 25 minutes where you focus only at the tasks at hand and then break for 5 minutes. <http://www.pomodorotechnique.com/>

Have Access to Everything you Need

Before you travel, make sure you have easy access to the files and applications you need. Have your laptop loaded up with the applications you need and make sure they are all working properly. Make sure you have copies of vital files with you just in case you can't get connected back to the office.

Set up an Auto Responder

Even though you plan on working from the road, set up an email auto responder to let everybody know that you are on the road and might not be able to get back to emails immediately. This will

lighten your load and align customer's expectations. Traveling will give you less time to get things done, so an email auto responder will allow you to push back some of the not-so-urgent communications that can wait a little.

Dedicate Time to Networking

If you are going to a trade show or event, don't get too wrapped up with your day-to-day work. Be sure to give yourself time to take advantage of communicating and networking with others at the event.

Step Back

This might not seem productive, but if your traveling puts you on a nice resort or an ocean-side view, take advantage of it. Play a round of golf or spend an hour by the pool. Unwind when you get the chance, and you'll be more refreshed to get more done. It can be pretty distracting and unproductive to sit in a hotel room working knowing there's sand, surf, and all you can eat shrimp just a block away.



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Was my Computer Always this Slow?

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ed, and edited over the years has left the surface of the hard drive cluttered with tiny pieces of files. To pull up a word document means the disk needs to work hard to find every piece to it, which could be scattered all over. Running disk defragment will resolve this and might speed things up slightly.

Your computer is overloaded

Since you purchased your computer, you've installed plenty of applications, updated software configurations, updated programs, and applied security patches to your operating system. None of that is supposed to degrade performance but over time, it can give your computer more to think about and more

to process, which can cause it to take longer when performing standard operations.

Your computer hasn't been maintained

On the flip side, not installing updates for software and your operating system can cause security issues and lead to even more problems. Malware infections, spyware, massive amounts of temporary files, and other issues can take a huge toll on how stable and fast your computer is. If your PC isn't being properly taken care of regularly, these issues are going to add up. Regular monthly maintenance is the best way to go, and it's much more cost effective than dealing with problems that have piled up due to lack of maintenance.

Your computer is stumbling over the new stuff

Your hardware was built specifically for a certain OS, and certain software was written to run on it. That doesn't mean that new software doesn't work on it - in many situations (not all) it does. However, modern software takes advantage of modern hardware. New operating systems run better on new PCs and old software might not run as well on newer operating systems, and so forth. When everything is kept up to date equally, you'll see the best results.



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<http://bit.ly/LJTpkU>

The Best Defense: Universal Threat Management



Protecting your business network from the threats lurking on the Internet is crucial for a small business. Threats of all shapes, sizes,

and severities are out there and if they get into your network you could be looking at some serious issues ranging from data theft to extended downtime. Fortunately, there is a single solution available that can deliver a total security package to protect your business from virtually any outside threat.

Universal Threat Management (UTM) is essentially the same as building a massive wall around your business and securing it with a battalion of super heroes. In other words, known threats don't get through a good UTM.

A Universal Threat Management device is a combination of multiple security solutions that work in tandem to prevent a wide variety of threats. The device

juggles multiple roles effortlessly in order to eliminate the need to manage multiple single-purpose applications. This makes the UTM the Swiss-army knife for business security. Here are some of the roles it can play:

- Web Filtering - Block and control access to certain web sites for employees.
- Ad Blocker - Eliminate sketchy internet ads and pop ups.
- Antivirus - Frontline protection to prevent viruses from entering the network.
- Spyware/Malware Blocker - Catch and block malware before it infects your network.
- Intrusion Protection - Disallow unauthorized access by hackers and bots.
- Spam Filter - Prevent junk mail and reduce inbox clutter.
- Phishing Attack Prevention - Prevent dangerous identity theft attacks.
- Remote Access Portal - Grant employees remote access into the network from home or on the road.
- And more!

A good UTM needs to be flexible and future-proof to accommodate for an always-evolving world. Since everything is all in one place, it greatly reduces the time needed to properly manage your network's security. Management is still required in order to keep the device up-to-date and to manage policies and other administrative tasks, but between the greatly reduced downtime and reduced management needs of a UTM, your business will see a big savings. The UTM is a must-have for all businesses that want to eliminate some overhead and prevent a vast amount of day-to-day IT troubles.

Does your business need to implement Universal Threat Management? Contact us at 607.433.2200 to talk to us about eliminating downtime and preventing crippling security threats!



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easily accessible from anywhere.

Employee Commuting

By offering incentive, encourage employees to ride public transportation, car pool whenever possible. Having an off-campus meeting? Riding together will reduce emissions from cars as well as save on fueling funds.

Upgrade Computers

In addition to running faster, computer improvements are constantly striving to use less energy. For example, flat screen monitors use less than a third of the power of a full

monitor. Laptops are constantly being energy efficiency update.

Employee Remote Access

Reduce the needed office space by considering offering the ability for employees to work remotely from home. Terminal servers can be set up so the employee logs into your local network and does all of their work onsite while sitting at their own computer.

Other Types of Energy Conservation

From the lights in the office to your IT hardware to simple best practices like having LCD screens go on standby when

not in use, it is always practical to consider energy consumption when purchasing electronic devices.

Start Your Green Initiative Today

Rome wasn't built in a day! Becoming 'green' is a process. Start off with basics and form good habits. If your business wants to go green, contact us at 607.433.2200 to find out how we can help reduce your footprint and help you waste less by improving your technology infrastructure.



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Health for the Office

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Take Opportunities to Leave the Chair

Every hour, you should be getting up from your computer to stretch or just do something else. Stretch your neck, touch your toes, do some filing or deliver a message to someone on a different floor. Stand up when you have to take a phone call. This will also make your breathing less constricted and give you a little more authority to your

voice. While having instant messengers and inter-office voice communication is a great thing, don't completely phase out getting up and walking down the hall to meet.

Remind yourself to Take Breaks

Whether you sit in front of a desk all day or not, try to incorporate these tips into your daily routine. If you practice all of these tips, you will no-

tice a dramatic change in your mental well being. Use a reminder on your phone or download Big Stretch Reminder, a free Windows program that simply gives you friendly reminders at set intervals throughout the day to let you know it's time to take a deep breath and stretch.



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