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**4 New Features for Microsoft Word 2013**

Like clockwork, the release of Windows 8 is accompanied by a new version of Microsoft Office. The new Office will not come out until Q1 of 2013, but many product details have already been revealed; and they are in keeping with the cleaner, sleeker design of Windows 8. Here is a look at a few new features for Word 2013.

**Object Zoom**

Microsoft cleaned up the layout for Windows 8 OS by making it touch friendly, and this carries over to Word 2013. Word has a less cluttered look that is easier on the eyes; this is meant to be less distracting so a Word document can easily be read. Touch navigation is incorporated into more Word features like Object Zoom. With Object Zoom, a Word document feels less like a page of text, and more like web page. Object Zoom allows you to interact with the media inserted in your document, with a tap

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**Own Your Website! Register Your Domain Correctly**

Domain registration is a fairly simple procedure. Virtually every web hosting company

has a step-by-step process where you enter your information, create a website URL, decide how long the registration period will be, pay for everything, and then forget about it. As simple as registration can be, if done incorrectly it can come back to haunt you.



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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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**Microsoft Looks to Scratch the Surface**

Windows has been on tablets for years. In fact, one of the first prototype tablets, the NCR-produced model 3125 notepad computer ran the Microsoft Windows for Pen Computing software for the Windows 3.1 operating system (OS). Today, 21 years later the software giant has ventured back into the portable-computing hardware arena with the Microsoft Surface Tablet.

If you remember seeing Microsoft linked with the name "Surface" before 2012, you're not mistaken. Surface was initially the name

that Microsoft gave its multi-user touch-screen table-top that has since been rebranded as PixelSense. Samsung currently offers the SUR40 with PixelSense technology.

The first of two Surface tablets was launched on October 26, 2012; the same day as Windows 8. The available version is aimed for the commercial market with the more business-aimed

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## 3 Secret Tricks You Can Do with QR Codes



Marketers love to paste QR codes on just about everything; from newspapers, DVD cases, retail displays, even fast food wrappers! QR codes are great for marketing, giving consumers instant access to a company's website, but QR codes also have many practical uses beyond advertising. Here are three helpful tricks you might not have known.

### Add a Contact

Want to ensure someone gets all of your contact info? You can create a QR code that automatically adds your contact info to someone's smartphone. QR codes makes adding new contact information as easy waving a magic wand. Simply scan the code and say "Abracadabra Contactus Informationios" and the contact will magically appear in your phone. Admittedly, most

smartphones do not require the incantation, but it has been known to boost QR Code scanning performance.

Adding a contact by scanning a QR Code is slightly different than a normal scan, for most smartphones, you will need to go to Add Contact > Scan a Person's Barcode. You can also make QR Codes with your own contact information and attach it your business cards and fliers. Your tech savvy clients will love you for this.

### Give Directions

Advertisements for businesses and events often includes a QR code that allows you to save the location on your map application for easy directions. You can make your own QR code directing customers to your location. These QR codes for maps will also include your contact information. After scanning the code, the user will be given the option to pull up a map or have their device navigate them to the scanned address.

### Wi-Fi Login

Don't hassle with complicated Wi-Fi passwords when letting your users connect their mobile devices to your network. You and your users to scan a QR code to connect to your Wi-Fi network. QR codes are very convenient for Wi-Fi networks with long security keys. Whether you offer public Wi-Fi to anybody or just allow your staff to connect with their mobile devices, connecting can be as simple as scanning the code.

QR codes are extremely versatile and can fit a decent amount of information into a tiny place. QR Codes were originally created to speed up automotive assembly lines. Over the years, QR Codes have rapidly developed into a helpful tool that speeds up mundane tasks. Want to take advantage of any of these QR code capabilities? Give us a call at 607.433.2200!



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## Managing Employee Stress and Fatigue



Studies have shown that fatigue-related productivity losses and workplace accidents can be extremely detrimental to a com-

pany's production, and ultimately, its bottom line. In fact, a 2010 study done by internationally-renowned fatigue management expert Dr. Mark Rosekind and his colleagues found that fatigue-related losses at four U.S. corporations they surveyed totaled about \$2,000 per employee annually. There are some options open to an employer to make certain that he or she gets the highest level of productivity from his or her employees.

### Stress and Fatigue Risk Management

Stress and fatigue are adversaries of production. Creating a comprehensive solution to assist employees with the pitfalls that stress and fatigue present is a solid practice that will not be lost on your staff or your company's bottom line.

A Fatigue Risk Management System (FRMS) is a structured and documented coordination between your company's management, human resources department, and staff to find the best practices to limit workplace accidents and help remedy the drop in productivity that goes hand-in-hand with employee stress and fatigue. A FRMS allows a company to review business practices that may increase workplace stress and fatigue risk, inspect potential consequences of

fatigue on particular departments within your workplace, calculate fatigue-related losses, and provide solutions to alleviate employee fatigue.

An Anxiety and Depression Association of America study revealed that up to 79% of people suffer from daily stress and anxiety. Some workplace stress is unavoidable, but when a worker's schedule is stretched too thin or they are expected to accomplish more than they can handle, they run the risk of getting overwhelmed by stress. These stress-induced distractions can hinder productivity as well as destroy a work dynamic that keeps employees on task and working at a high level. Some options to help subjugate office stress and fatigue include:

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## 4 New Features for Microsoft Word 2013

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on the screen or a click of the mouse, tables, charts, images, or online videos will expand for better visibility, and a second tap will minimize the media to its original size and placement.

### Simplified Sharing

Word 2013 is taking advantage of the cloud computing revolution by allowing you to save and share your documents to SkyDrive or Sharepoint. This feature adds a new level of security to your work by saving it to the cloud, and it also allows you to share the document with others in real-time. This means you and someone else on a different PC or mobile device can easily go over edits to a document together. Microsoft has made sharing more convenient by making it possible to send anyone a link to your Word document, the doc can then be

opened and viewed on any platform or device with a browser.

### Reply Comment

When sharing a Word document, you can leave comments for others in the document. This feature can come in handy if you are reviewing a document with someone and need to request an edit. And whereas previously, you had to make a separate request and send the document back and forth; now both parties can comment within the document in real-time. Your comment can be replied to, and all of the comments are saved and can be reviewed--think of this feature like instant messaging inside Microsoft Word.

### PDF Reflow

Have you ever received a PDF and want-

ed to do more than just read it? With Word 2013, you can open a PDF file and all of its text, lists, and tables are available for you to edit. This feature essentially turns a PDF into a Word document, allowing you greater compatibility with multiple platforms.

Are you interested in Word 2013 or any other applications from Microsoft Office 365? Directive can set up your company with the latest business productivity suites from Microsoft, as well as manage your software updates and licenses. Call us at 607.433.2200 if you want to know more about how Office 365 can enhance the way you do business.



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## 4 Tips to Shop Securely Online



The 2012 holiday online shopping season is shaping up to be the biggest yet. Harris Interactive conducted a survey regarding this holi-

day season, and found that 51% of Americans plan on shopping online this year. Everybody has different reasons to shop online, 71% of respondents thought they could find better deals, and 31% want to simply avoid the crowds.

Criminals are good at following trends; they have their online traps baited and ready for the holidays, hoping to nab credit card numbers from unsuspecting shoppers. We are not trying to deter you from shopping online, there are also risks and unpleasanties associated with traditional shopping, like muggings and foul body odors; instead, we want to educate you on four best practices to

ensure your online shopping is safe and pleasant this holiday season.

### Use a Secure PC

Before you do anything else online, you first need to make sure your computer is secure. You should check your security software, and find out if it is up-to-date. It is even a good idea to run a scan before you do a transaction. One trap used by cybercriminals is to plant a keylogger in your system that will keep track of every keystroke. When the keylogger detects anything that looks like sensitive data, it will automatically communicate your information to the wrong people. Another important safeguard is to keep your browser and operating system current, be sure to check for updates before shopping.

### Shop Trusted Sites

When you surf the net for deals, you will come across many advertisements tailored to your search engine inquiries. If

an advertisement sounds too good to be true (like an iPad for 72% off), then it probably is. These too-good-to-be-true ads are likely ploys used to get you to visit a shady third party site. The best practice is to shop the official websites of major companies. If you are enticed to check out an unfamiliar site, you can research reviews on Bizrate.com and ResellerRatings.com to find out if the site is legitimate or not.

### A Padlock for Your Browser

Before you make a purchase, look for a little padlock icon in your web browser, and make sure the padlock is in the locked position. This means that the site has a secure socket layer (SSL) of encryption to enhance security. One way to double check if the padlock is real or not is look at the URL, if it starts with HTTPS://, instead of HTTP://. . .



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## Microsoft Looks to Scratch the Surface

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model, MS Surface Pro, due to be rolled out in the first quarter of 2013. The model that is currently available runs the Windows RT version for ARM processors. The upcoming Surface Pro will feature the full version of Windows 8.

The Surface tablets feature a molded magnesium casing that Microsoft calls VaporMg (pronounced "Vapor Mag"). Because of the ability to cast this metal so thin it allows the Surface to weigh in at just under 1.5 lbs without compromising durability. There is

a picture on Windows President Stephen Sinofsky's twitter page that shows the executive riding on a Surface tablet that had been outfitted with trucks and wheels. The Surface RT is 9.3mm thick and features a USB 2.0 port, a MicroSD slot, and a Micro HDMI jack, as well as your standard 3.5mm headphone jack.

The Surface features a 10.6" touchscreen display with a 16:9 aspect ratio that will allow users to view widescreen media in full screen. It also comes with a built in

"kickstand" that allows a user to prop the tablet up on a desk or a table. This comes in handy when using the Surface's keyboard options (which also serve as a screen cover). The type cover features a dedicated tactile keyboard, while the lighter touch cover uses pressure-sensitive technology to sense keystrokes and gestures. These covers are linked to the device by a magnetic connector at the bottom of the device.



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### Holiday Hours

Our offices will be closed Monday, December 24, Tuesday, December 25th, and Wednesday, December 26th. We will also be closed Monday, December 31 and Tuesday, January 1.

Emergency support is available during these times.



Chris Chase  
Solutions Integrator



Charlotte Chase  
Solutions Integrator

## Managing Employee Stress and Fatigue

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- **Provide Management Training:** Emphasizing awareness of the causes and consequences that excessive stress and fatigue can present is a good starting point for employers.
- **Improve Employee Communication:** Clearly defining an employee's responsibilities, implementing clear expectations and giving employees a forum to contribute their opinions and ideas

are good ways to reduce the strain that is felt by members of your workforce.

- **Primary Prevention:** Employees that are weighed down with too much work, unrealistic deadlines, or enigmatic workflows in which to follow can cause a lot of stress. Making sure all processes are documented, concise, and up to date allows employees to have straightforward resources to refer to.

### Alternative Scheduling

Recruiting and retaining the best talent is often difficult. Your employees face the demands of family, school, community, and long, costly commutes. Offering scheduling options, such as something as simple as a schedule of four ten-hour shifts, can make it easier for employees to meet the demands of both their work and personal responsibilities. . .



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