

## In This Issue

- Flu Season = Remote Computing
- New OS - Windows 7
- Caution on Sharing
- Key Commands

## FITS Web

Looking for a lightweight computer for business or school? ([Click Here](#))

**At less than half the cost of a typical laptop, lightweight and feature rich – here come the Netbooks...**

Easy and Inexpensive Backup Solutions ([Click Here](#))

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Is your Wireless Network Secure...?

**Your Business or Home wireless network should display a 'lock' symbol indicating it is secure, if not you may be leaving your data exposed. Contact FITS if you are not sure**  
[sales@FileBankIT.com](mailto:sales@FileBankIT.com) or  
(416) 640-2874 ...

## Access Your Work PC from Home (Or How to Avoid Going to Work in Flu Season)



As the flu season approaches I am getting more inquiries about remote computing so I thought we'd revisit this topic. There are a number of ways to access your work (or other) computer from another computer over the internet and methods are influenced by host systems; required security; individual preferences and budget.

Basic software is available at no cost, for both installed software and web versions, or you can opt to sign up with web-based paid plans such as LogMeIn or GoToMyPC. With pay-for services you may gain extras such as remote printing, file synchronization and mobile device support.

To find out what remote computing solution works best for you [Contact FITS Sales@FileBankIT.com](mailto:Sales@FileBankIT.com) (416) 640-2874 for a no-obligation consultation

## Welcome Windows 7 - We Have a Winner -

Step aside XP and Vista, Microsoft will be releasing their new Operating System (OS) officially on October 22. Former XP users will find it a step into a 21<sup>st</sup> century OS with a whole new look and feel, for Vista users it will be the OS you really wanted in the first place.



Good news: it doesn't require a lot of horsepower to run it (a near first for a new OS); Centralized delivery of drivers should make your hardware work with this software (unlike the early Vista experiences); Transparent Windows will change the way you multitask, in a good way; Security that won't drive you to throw something at the screen for asking so many #@^% questions; Intelligent search features... and more. The bottom line is, there are features that both a novice computer user and a tech will smile and say, 'I can work with this'.

Windows 7 appears to have concentrated on user improvements and enhancements (AKA Fix what is wrong with Vista; don't give me new distractions) and less on leading edge features that are often prone not to work.

For business requirements, 'stable', 'reliable', 'predictable' override 'this is a neat feature'... and Windows 7 gives us the platform to build on, with enough cool factors to at least not get sneered at by the Mac users... (Just kidding, they are still going to sneer, however they may want to take a peek. ☺)

## Question of the Month: What is Microsoft's new Operating System named?

Send your response to [info@FileBankIT.com](mailto:info@FileBankIT.com) before 15NO09 to be eligible to win a \$10 Tim Hortons Certificate.

The winner of last issue's prize was: Tom Patton – Enjoy the USB Key. Thank-you for your responses and yes, you can win more than once. ©

Q: - What does LAN stand for?

A: - Local Area Network

## Contact Us:

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## File Sharing Caution - “No Limewire Please We’re Running a Business”



File-sharing technology is a popular way for people to share files, however people need to be aware of the risks that this type of technology introduces. Downloading anything from an unknown source brings with it risks of infection. Furthermore, the way file sharing is allowed often opens up avenues of attack, or exposure of personal information. (There is also a question of legality.)

Popular applications (Shareaza, BitTorrent, and Limewire) for sharing music or movie files, for example, are not recommended for most businesses. These programs are allowing foreign files from unknown sources into your network, and open up approach avenues (potentially allowing other people inside your network) which are recipes for disaster.

Businesses should also be aware that downloading or uploading files and streaming music uses up company internet bandwidth... so if you were wondering why your business internet is slow...

When in doubt contact FITS to keep you well-advised. (416) 640-2874

## Microsoft Word - Keyboard Shortcuts

For those of you with faster fingers than mouse moves FITS gives you some keyboard commands to try out (if you haven't been using them already).

### To...

Select Text

Copy Selected Text

Cut Selected Text

Paste Selected Text

Undo Last Action

Select All Text Within a Document

Bold Text

Italicize Text

Underline

Decrease font Size

Increase Font Size

Change Font

Change Font Size

Create Page Break

Create New Document

Open My Documents Window

Close a Document

### Use this shortcut

Shift + Right Arrow, Left Arrow, Up Arrow, or Down Arrow to highlight text

Ctrl + C

Ctrl + X

Ctrl + V

Ctrl + Z

Ctrl + A

Ctrl + B

Ctrl + I

Ctrl + U

Ctrl + Shift + <

Ctrl + Shift + >

Ctrl + Shift + F, then use the arrow keys to reach the new font

Ctrl + Shift + P, then use the arrow keys to reach the new font size

Ctrl + Enter

Ctrl + N

Ctrl + O

Ctrl + W

**featured in**  
CaledonToday.ca  
**Magazine**

Save a Document	Ctrl + S
Print a Document	Ctrl + P
Preview a Print Document	Alt + Ctrl + I

As you will note many of these shortcuts will work in other programs as well. Try them out next time the opportunity presents itself.

Happy Computing – DM (Dmielke@FileBankIT.com)

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