

THE HAWK I VIEW



Hawk iSolutions Group, Inc.

What's Inside

How To Spring Clean Your PC

Are you having trouble seeing through the smudges and smears on your computer monitor? Do your keys stick because of the crumbs from months of eat-at-your-desk lunches? Then it's time to clean your computer!



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Backup Alert To All iPod Users!

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The Microsoft Bus is coming our way soon!
Mark your calendar for Friday,
August 24, 2007
More info coming..

Did you know your computer keyboard has more germs on it than the average toilet seat? Pretty gross. But aside from the health hazards of a dirty workstation, all that dust and dirt can actually make your PC overheat and inhibit proper performance. Since spring is in the air, there's no time like the present to rescue your desktop from all that grunge.

For this project, regular old Windex and Mr. Clean are taboo. Make sure you have the right tools before you get started. We recommend:

- ◆ A can of compressed air
- ◆ Antibacterial wipes
- ◆ A cleaner designed specifically for computer monitor screens
- ◆ A soft, lint-free cloth
- ◆ A small vacuum

First, turn your computer off. I recommend starting with your keyboard because that is the easiest to clean. Hold your keyboard vertically over a trashcan while you use the can of compressed air to blow out the dust and crumbs trapped down in between the keys. Then use an antibacterial wipe to clean the tops of the keys only. Make sure you don't drip the liquid down

into the keyboard, and never spray it with any type of cleaner. While you're at it, give your mouse a good cleaning too.

For those who are germ phobic, you can purchase keyboard and mouse sets that have an antimicrobial coating to inhibit organic growth. This may be a good idea for public PCs or those that are shared by multiple users.

Next, clean your monitor screen. Before you clean your monitor, turn it off; it will be easier to see fingerprints and smudges.

NEVER spray Windex or a regular household cleaner directly onto your monitor. The liquid could seep down through the edges of the monitor and cause irreversible damage. Instead, use computer cleaning wipes that can be purchased at any computer or electronics store. If you don't have these wipes available, you can use a diluted 50-50 mixture of water and isopropyl alcohol. Spray a little bit of this mixture onto a soft, lint-free cloth and wipe the screen carefully. Again, make sure the cloth is slightly damp and not wet or the water can enter the monitor and damage the circuitry.

Now for the really dirty part: your computer's fan. This is the most serious dirt-related threat to your PC. Dust

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ARE YOUR CO-WORKERS STRESSING YOU OUT?

The Lighter Side:

"Cash, check or charge?" the checker asked. When the woman opened her purse, there was a TV remote inside. "So, do you always carry your TV remote?" the checker asked.

"No," she said, "my husband wouldn't go shopping with me. This was the most horrible thing I could do to him legally."

Two government economists were returning home from a field meeting. As with all government travelers, they were assigned the cheapest seats on the plane, and were occupying the center seat on opposite sides of the aisle. They continued their discussion of the knotty problem that had been the subject of their meeting through takeoff and meal service until finally one of the passengers in an aisle seat offered to trade places so they could talk and he could sleep.

After switching seats, one economist remarked to the other, "Well, that's the first time an economic discussion ever kept anyone awake!"



It seems like every office has at least one jerk, loudmouth, or snooping pest that drives everyone crazy.

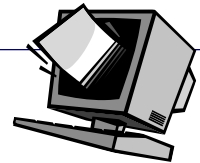
Even if they are only mildly annoying, interacting with them on a daily basis can be incredibly stressful.



What are some of the things that co-workers rate as the most annoying? Loud cell-phone talkers, space-invaders, and general rudeness and inconsiderate behavior towards

others. According to one ABCNEWS.com story titled, "Trapped in co-worker hell," co-workers' annoying habits are the #1 source of workplace stress (survey by www.truejobs.com). Nearly 60% of the 2,200 who responded tagged bad habits and manners of co-workers as the cause of stress that negatively impacts their work relationships, and 40% said that annoying co-workers have led them to seek new jobs.

How To Instantly Do Any Job Faster With FREE Done-For-You Templates



Using templates can really speed up any job. At <http://office.microsoft.com/templates>, you can search and download hundreds of free templates ranging from inventory sheets, time sheets, to business cards and envelopes. You can even find newsletter templates just like the one you are reading!

If you are looking for web site templates, check out www.templatemonster.com. You can search through hundreds of web site templates by style or category. You have the option to buy a copy for as little as \$62, or buy a "unique" copy for \$2,500+.

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Microsoft Across America!

Friday
August 24, 2007
12:00-4:00 p.m.
Our place!



New look. New products. New opportunities.

BACKUP ALERT TO ALL IPOD USERS



If you've been an iTunes and iPod customer for any length of time, you'll quickly rack up the number of songs, videos, and audio books in your library. And in no time flat, you can end up spending a small fortune.

But be warned! Most iTunes customers don't realize that Apple will NOT allow you to re-download the music you've paid for, even if you lose every file because your computer dies, gets fried, infected, or destroyed.

If you don't want to risk losing the purchases you've made, then make sure you back them up. Here's how:

First make sure you have some blank CDs or DVDs ready to go, then do the following:

1. From the iTunes File menu, choose Backup to Disc. A dialog box will open up giving you an option to do one of the following:

- ♦ Back up entire iTunes library and playlists (to backup everything)
- ♦ Back up only iTunes Store purchases (to backup only your purchases)

If you have previously backed up your library, and only want to backup the changes, check only back up items added or changed since last backup.

Click "Back Up" and wait for the

CD drawer to open. Add a disc each time iTunes asks for one. If your library won't fit on a single disc, iTunes will ask one at a time for as many discs as needed and write your library to them.

Make sure you store your backups in an off-site location. If your office catches on fire, gets burglarized, or destroyed by a flood, faulty sprinkler system, or violent storm, they'll go down with your PC.

TIP: Make Sure you store your backup CDs in an off-site location or fireproof safe.

How Long Are You Going To Put Up With That Slow Computer That Is Always Crashing, Acting Crazy, and Giving You Problems?



Tiny, consistent computer problems are usually a warning sign of a much deeper problem. That's why we insist that all of our clients enroll in our Hawk iLAN. Viruses, hackers, spyware, hardware failures, and software corruption are a constant threat to your network and the precious data it holds. Ignore basic maintenance and your system will frequently crash, run slow, and put you at risk of losing data and expensive downtime.

Why should you care about this?

Because there are a number of ways hackers and viruses can access your network—undetected—to embezzle your private information, steal your identity, and use your network as a conduit for spreading spam, viruses, and even illegal software. Tape backups have a failure rate of 100% - that means all tape drives will fail at some point without warning. You don't want to find out that your backup was not working the day after your hard drive was erased. Hardware failure and software "glitches" can corrupt your data making it useless. When this happens, you

Get a FREE Network Audit and \$10 Starbucks Gift Card

can end up spending thousands of dollars in emergency recovery services. Plus, all the tiny technical problems can end up pulling you away from your work for hours.

To make sure these disasters don't happen, there are over (21) system checks that should be done on a regular basis to secure your network and keep it up and running. Since most business owners don't have the time or expertise to perform this regular maintenance, we offer the Hawk iLAN to constantly monitor and maintain your computer network. Not only will your network be more secure, but we'll save you the time and aggravation of dealing with computer problems.

To find out how our Hawk iLAN can help your company, call us at 314-727-1174 or send an e-mail to john.slow@hawkisg.com. The first 9 people who call this month will receive a FREE Problem Prevention Network Audit (\$197 Value) and a \$10 Starbucks gift card!





Hawk iSolutions Group, Inc.

Hawk iSolutions Group, Inc.
6439 Plymouth, Suite 112
St. Louis, MO 63133

Phone: (314) 727-1174
Fax: (636) 230-9905
www.hawkisg.com

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build your business!**

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ATTENTION SMALL BUSINESSES:

Get all of the computer support you need without the expense of hiring a full time IT staff. Ask about our Small Business Computer Support Program.

Continued from front page, "How To Spring Clean Your PC"

constantly gets sucked inside the case while your computer is running and, over time, it will cling to and clog your power-supply and cooling fans, causing them to slow down or fail completely. If and when the fan stops working, your PC will overheat and cause component failure and ultimately, data loss.

Once again, grab your can of compressed air. Remove the case lid and you'll see the various fans and incredible dust bunnies clinging to them. Using short, powerful bursts, blow the dust through the internal slits so it exits to the outside of the case. Make sure to spray the compressed air in short bursts, keeping the can upright and the tube at least a couple of inches from the hardware. You may want to use the vacuum to suck up the dust you blow out onto the carpet, BUT BE CAREFUL! Vacuums create static electricity, which is deadly to sensitive electronic components. Don't stick your vacuum hose inside your PC to clean up the dust or you'll risk damaging the sensitive electronic components.

You can buy battery-powered vacuums made specifically for electronics, but for the price, compressed air will work just as well. Just make sure you power down your computer and unplug it before you start cleaning it.

After you are done, check all the cables and plugs inside your PC to make sure you didn't knock anything loose during cleaning and turn it back on.



I'd Love To Hear From YOU!

Is there an article or a feature you would like me to include in this newsletter? Do you just want to sound off about something or share your opinion with my other subscribers? Let me know!

Michele Antone
michele.0705@hawkisg.com
314-727-1174