

Greystone Technology Group, Inc.

The G:Drive

Join us at our 1st annual SUMMER BARBEQUE in Wash Park on Saturday, August 25 from 12-4. There will be plenty of delicious barbeque and refreshing beverages. Please RSVP no later than August 10. For more information please contact Byron Williams at 303-757-0779. We hope to see you there!

R & R

Rest and Relaxation. Do you ever really get an entire day to devote to your favorite novel or lying limp in your backyard hammock?

There are so many roles we take on in our everyday lives that there is seldom time for a little R & R.

Roles as the president, CFO, a father/mother, a husband/wife, a teacher or even a student keep our schedules packed.

So, take a breather on **August 15th** to observe National Relaxation Day.

Go for a massage or a round of Golf. You deserve it! Life isn't any fun when it's all work and no play.

Five ways you can tell it's time for a new PC

Deciding when to replace your office PCs with new ones is usually a difficult decision.

You want to control your operating expenses but, at the same time, want your business to benefit from reliable, high-performing machines that can run the latest programs.

If you are unsure about what to do, here are five things that indicate it is probably time for a new computer. A well thought-out technology plan can help you:

1. Your PC is four years old.

If you cannot afford to have your PC break down or sit in the repair shop for a week, budget to replace your PC every three or four years.

This replacement schedule does not guarantee that you never have a problem, but it could protect you from experiencing major component failures. Replacing your PC every four years also provides an opportunity to easily upgrade to improved software – such as Windows Vista and Office 2007– because PC makers will preload the

programs on your new machine. And if you are buying five or more new PCs and installing new software, you may also be eligible to receive a discount on the software.

2. Your PC is slowing down.

Many things can cause a computer to run slowly, which can erode productivity over time. By removing unnecessary programs that load at start up, deleting old files from your hard disk, scanning for viruses and spyware, and tweaking other operating system settings, you might improve your computer's performance to a level you can live with.

However, it may also be the case that the programs you now run simply push the limits of the processing capabilities of your system. Insufficient memory,

slow hard drive speeds, and an ancient CPU may prevent your system from keeping up with demands you place on it, particularly when you use multiple applications at the same time.

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Harness your e-mail, increase efficiency

Even with billions of e-mails sent daily there are really no simple rules for etiquette or standards for organizing messages. How do you harness your e-mail?

E-mail addresses

In order to find someone's e-mail address, you need to understand how e-mail addresses are created. E-mail addresses contain two basic parts: the e-mail name AKA the user name or e-mail ID and the e-mail domain or the part after the @ symbol. The best and least intrusive way to find an e-mail address is to look at past correspondence from the person you wish to

write. Their e-mail or sending address is always documented in the "From:" line. Some providers require you to view "more details" in order to show the actual address vs. the user name alone.

There is no master directory to lookup an e-mail address. Of course, the best and most accurate way to find an e-mail address is simply to ask the person.

Etiquette

Do you clump all the addresses you wish to send a letter to in the "To:" field? Sometimes this is not the best course of action. If you have ever received

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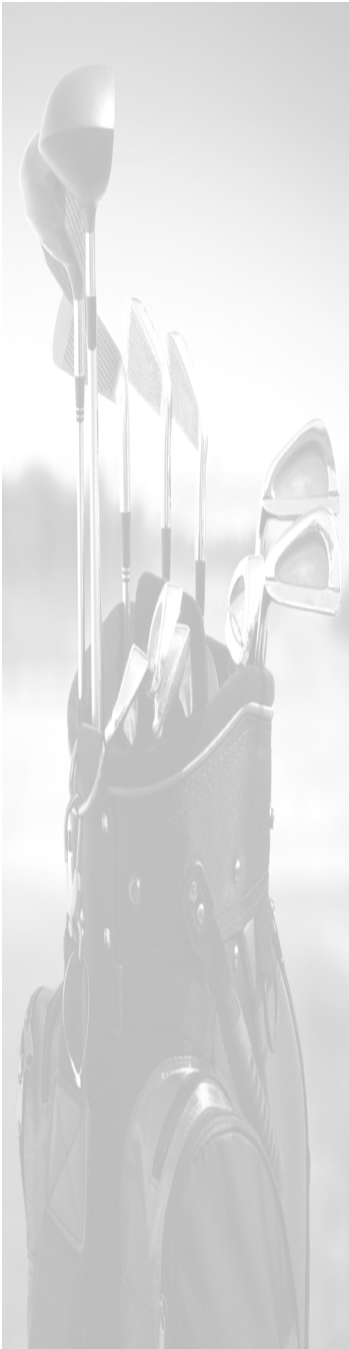


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Five ways...

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If you have the time and skills, you could upgrade some of these components. But if you compare the overall cost of upgrading to what a new machine might cost, investing in a new PC is often the smarter option.

3. Your PC makes unusual noises.

Computers typically make some noise. Cooling fans, CD-ROM drives and hard drives can all make a low hum or soft whirring when they operate. These sounds are not a cause for concern.

If you start to hear clicking noises, loud humming or thumping noises, your hard drive is likely going bad. Back up your data and consider whether you want to replace the hard drive or, if other things are not working well, the entire computer.

4. You cannot run the software you want.

New software programs demand more from com-

puters and an older computer may not meet the optimal hardware requirements. For instance, if security is a top priority in your organization, you may want to run the Windows Vista operating system, which includes enhanced security among its many impressive features. However, Windows Vista requires more memory and a faster processor than previous versions of Windows.

To help you figure out if your current computer can run Windows Vista, Microsoft also provides an online service that evaluates your PC system to see if it meets its system requirements.

5. Your growing & prices are cheap.

This reason does not apply to a replacement decision. It is more of a buying strategy. If you expect to add new employees in the near future because your business is expanding, then you might purchase PCs in advance if prices are especially good and you have the cash or credit available.

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Harness...

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forwards from a friend of a friend who you've never met or given permission to use your e-mail then you may be a victim of "To:" field address copiers. These are people who simply add everyone from the "To:" field of every message to their personal address book for forwards.

So, be careful with whom you are sharing your friends addresses. Utilize the BCC or blind carbon copy field and put your e-mail in the "To:" field. This makes the message appear from you to you and sends copies to everyone you place in the BCC field without their knowledge of the other recipients.

Add a signature

A signature can be a great way to add your contact information to every e-mail without retyping it each time. Watch the length though. Signature files, especially for business use, should only contain about four lines. E-mail composed with a two-line statement and twelve-line signature comes off a bit obnoxious to recipients.

Check your subject line

Don't forget, use meaningful subject lines to give

recipients a clue about the contents of your e-mail. A concise title can spark interest but, a long-winded message can lose your readers attention quickly. Most people do not require a novel to understand a few key concepts. Be brief and summarize your information so your recipients are more likely to read the entire message and respond.

E-mail attachments

Keep your attachments small. Uploading large picture files, movies or documents to the web may be a great alternative; attaching a link will save bandwidth, keep your recipients e-mail box from becoming overloaded and create a more user friendly message all the way around.

While there are no true standards set in stone, these simple e-mail tips can transform your messages to a more effective communication tool your

recipients will enjoy reading. So, strap-on a few key standards. For example: request permission before sending information to a contact, utilize blind carbon copies when necessary, a reasonable signature, check your subject line and monitor attachments to ensure your e-mails reflect your thoughts, image and communication needs.



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High Definition Laser Technology

Microsoft's® High Definition Laser Mouse products are more precise, more responsive, and deliver smoother tracking.

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Too many open items on your desktop? Click the scroll wheel button to instantly display your open windows, then point and click to select. Or, get quick access to the media, programs and files you use most often with customizable buttons.

Now you can give yourself room to move—this wireless mouse lets you work without worrying about tangled wires or the need for a platform.

So, throw out your laser pointer, put that old standard mouse on the shelf, and never get stuck running to your keyboard in the middle of a presentation again. Your Notebook Presenter Mouse 8000 for \$79.99 - \$89.99 can do more with less to carry.



Manage your game on the green

With the right teacher and time to play or practice three times a week, you could be able to make a good showing when you're out with people who have played for many years.

Ron Stepanek, head of player development for the PGA, says almost anyone can learn to break 100 in five or six months. Someone with decent hand-eye coordination and any kind of athletic experience, could probably be breaking 90.

With the agreement to take lessons for five or six months, a teacher and student have the time to master each fundamental and in the right order before progressing. (If anyone else wants to give you golf tips, ignore them.)

The instructors say committed beginners make faster progress because they want to learn. Beginners generally start with putting and chipping. Once they understand what well-hit shots feel like at that level, they build up to full-swing shots. The Wall Street Journal's John Paul Newport says three of the six instructors he interviewed started with the short game.

He recommends relying on word of mouth to find an instructor, scheduling a trial lesson, and talking about your goals to determine whether the connection is right.



Welcome to G:Drive—our bi-monthly newsletter



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Thank you.



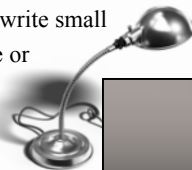
Inquiring Minds...

Blogging vs. Micro-blogging

A blog is a website that holds entries written by different users. The entries are stored in chronological order and displayed in reverse order so viewers always see the latest updates first. Blogs are literally logs of data on the web. Hence the name blog, a portmanteau of web log.

Most blogs are focused on a subject like current news, food, health, financials or even a more personal online diary. Generally, blogs contain a combination of contents like text, pictures and links.

Micro-blogging is a form of blogging that lets you write small amounts of text and send them to a group of people or interested persons. It is an easy way to tie together social-networking, instant messaging, and wireless communications.



What is Twitter?

Twitter is a social-networking site that is based around text messaging. All you do is go to www.twitter.com and register by choosing your screen name and giving a little info. Then you're a twit! Not silly or annoying but an evolving social butterfly.

Twittering does have its drawbacks though. It is very easy to become overwhelmed with hundreds of messages daily.

Some Twitters love posting news updating everyone on the boring details of their tomato soup lunch.

Be careful; verify your text plan limitations with your cell phone carrier before you run up your bill. Twittering is fun but, unfortunately, can eat your cell phone alive.

Busi-

Golf Course

Many people enjoy doing business on the golf course. It seems, especially for men, when you're in the act of accomplishment, you feel good about yourself and want to conduct business. These urges could possibly be linked to some sort of tribal or hunting instincts but, I think golfing just brings out your true character.

You can really tell a lot about a people by the way they react in a difficult situations or when they make mistakes on the green. Honesty is another attribute to watch for; if they cheat or lie about their golf score

ness on the

Need a Translator To Shed Some Light on Your Computer Errors?

Do you ever feel like the error messages on your computer are simply no help at all? Give us a call...we can help! Our consultants can answer your questions and help you prevent further damage to your systems.

Our staff is available to translate your computer garble into a sensible plan of action. We will walk you through a system evaluation and repair options. Work with you to order the products you need and set up an appointment for services.

The Ultimate System Error



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Try to Ignore

Get Frustrated

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