

GREYSTONE TECHNOLOGY GROUP, INC.

# THE G:DRIVE

## Join Us For our 2nd Annual Summer Barbeque

It's time for our annual summer barbeque on Saturday, August 30th from 12PM - 3PM at Washington Park. We'll have good ole' fashion hamburgers, hotdogs, and of course, BBQ. You will receive more information in July but if you would like, please RSVP today via email to [bwilliams@greystonetech.com](mailto:bwilliams@greystonetech.com).

## Ready, Set, Grow!

Let us help you with your technology planning and budgeting for the last half of the year. In 2007 Greystone helped many customers better utilize technology to increase efficiency and reduce costs. It is not too late for your business to reap the same benefits from our professional service offerings. Call us today at 303-757-0779 or visit us on the web at [www.greystonetech.com](http://www.greystonetech.com).

## We've moved

Greystone is growing and we have moved into a new suite. Please make a note of our new address:

3801 E. Florida Ave  
Ste. 815  
Denver, CO 80210



**GREYSTONE**  
Technology Group, Inc.

## Your keyboard may be a health hazard or even condemned!

*Technology has infested every aspect of our businesses and personal lives. But, is computing hazardous to your health?*

Absolutely! Not only does sitting at your desk, coffee in hand, staring at a monitor all day bring on potential weight and carpal tunnel troubles, but those precious keys you stroke can be just as filthy as a toilet seat.

That's right, according to Mail Online, computer keyboards can harbor many harmful bacteria that can give you a 'qwerty tummy', food poisoning, or worse.

**'Qwerty tummy' blues...** Named after the top six keys on the keyboard, 'qwerty tummy' was coined to describe the variety of illnesses contracted from dirty keyboards. Unfortunately, this is a very real problem that spreads fast through large offices especially with multiple users on each computer.



**Protect yourself today.** Make sure all the keyboards in your office receive a regular cleaning every few weeks or at the very least, once a month. This will help minimize the build up of bacteria and lower your risk of becoming ill from contact.

**In tests on keyboards in offices just like YOURS...** keyboards were found to have more bacteria than a toilet seat. Mail Online author Sean Poulter uncovered the truth in his story *How your computer keyboard is FIVE TIMES dirtier than your toilet seat—and could even give you 'qwerty tummy'*.

“Scientists swabbed 33 keyboards for food poisoning bugs, e.coli, coliforms, staphylococcus aureus, and enterobacteria and compared the results to those found on a lavatory seat and lavatory door handle.”

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## 7 tips to manage your files better and stay organized

*You work with documents, presentations, graphics, and other files all day— chances are, you have a lot of them. That means it takes time to find the documents you need. Even if it's just a couple of minutes here, and a couple of minutes there, it all adds up.*

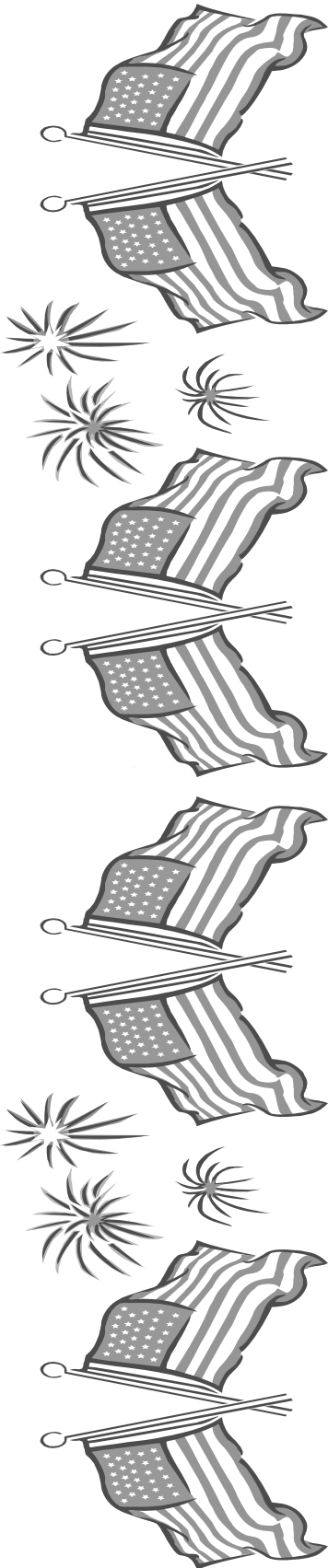
But there is a better way to stop the file clutter—by managing your files more effectively. Digital files are no different than paper files, if you don't have a good method of organization, things get lost and you may become bogged down with an information overload.

Whether you save your files on your computer's hard drive or a shared network, these tips will help you save the time and headache of searching for files. And if you haven't already familiarized yourself with the search features on your computer, this is the perfect time to learn more. Use these 7 tips to help manage your files.

**1. Use Documents.** For many reasons, it's smart to take advantage of the Documents feature (called “My Documents” in Microsoft Windows. To open the

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Comments? Suggestions? Is there a specific topic you would like us to address? We would love to hear from you. Email Byron Williams at [bwilliams@greystonetech.com](mailto:bwilliams@greystonetech.com).



## Your keyboard is 5 times dirtier...

*(Continued from page 1)*

**The results?** Four keyboards came back as potentially health hazardous and one was even “condemned” and removed immediately for a much needed cleaning. Computing editor Sarah Kinder told Online Mail,

“Most people don’t give much thought to the grime that builds up on their PC, but if you don’t clean your computer, you might as well eat your lunch off a lavatory seat.”



**When was the last time you cleaned your keyboard?** Studies show one in ten of us do not clean our keyboards every month and 20% never clean our mouse. Practice basic hygiene like hand washing before and after preparing food, using the restroom or handling money. As mother always says, “keep your fingers out of your mouth and wash your hands regularly”. Nail biting or applying lip balm with your finger tips can spread harmful germs when greeting folks with a warm handshake and cause buildup on your keyboard.

**Finally a good reason to take a real lunch break.** Venture out of the office for a sit down lunch at a restaurant or take a sack lunch to the park. Not only will this keep harmful bacteria away from your keyboard but, it will give you time to reenergize.

### Why has this become such a horrible

**issue?** Eating while computing is the main cause. We are all guilty of eating lunch at our desk, but food is a huge part of the problem. Food deposits left on or around the keys can encourage the growth of millions of bacteria in just a few short hours. Did you know bacteria can double itself in just 16 short minutes?

## 7 tips to manage your files ...

*(Continued from page 1)*

documents in Windows, click Start, and then click Documents. Documents provides an easy way for you to store, find, backup, and keep files separate from programs.:

**2. Adopt consistent methods for file and folder naming.** Develop a naming scheme for the kinds of files you create most often and then stick to it.

**3. Keep names short.** Even though Windows allows you to use long file names, it does not necessarily mean you should. Long file names are harder to read. Let your folder structure do some of the naming. For example, create a file called Great American Novel with sub folders for each chapter. Then you can look up specific files in each chapter like First Effort in Chapter One.

**4. Separate ongoing and completed work.** To keep the Documents folder from becoming too unwieldy, use it only for files you’re actively working on. As a result, you can reduce the number of files you need to search through and the amount of data you need to back up. Every month

or so, move the files you’re no longer working on to a different folder or location, such as a folder on your desktop, a special Archive folder, flash drive, external hard drive, or even on a CD.

**5. Store like with like.** Restricting folders to a single document type (or predominantly one type) allows you to take advantage of folder templates in Windows Explorer. This makes it easier for you to find files. For example, with all your graphics in a single folder, it’s easy to use the Filmstrip view and slide show feature in Windows Explorer to find the right picture for a newsletter.

**6. Avoid big folder structures.** If you need to put so many subfolders in a folder that you can’t see all of them at a glance, consider creating an alphabetic menu.

**7. Use shortcuts and shortcut links instead of multiple copies.** If you need to get to the same file from multiple locations, don’t create copies of the file. Create shortcuts to it instead. To create a shortcut, right-click on the file and click Create Shortcut. You can drop and drag the shortcut to other locations.

Reprinted courtesy of Microsoft

## Do your homework; find the lowest gas prices in town

*When will the rollercoaster of increases and decreases finally quit? If you have surfed the web for answers to these questions, you have seen the massive collection of efforts to boycott or relieve prices. However, people keep filling up.*



Unfortunately, most of us are completely addicted to driving despite the cost.

Have you tried to trim down the expenses? If keeping your air conditioner off is just not an option, you love the convenience of the drive-thru or your car just doesn't have cruise control, take the next best step—don't pay the *highest* gas prices in town.

**Shop around before you fill up!** Take a few extra moments on your home computer, handheld or at the office to check out your local gas prices. Go to [gasprices.mapquest.com](http://gasprices.mapquest.com) and type in

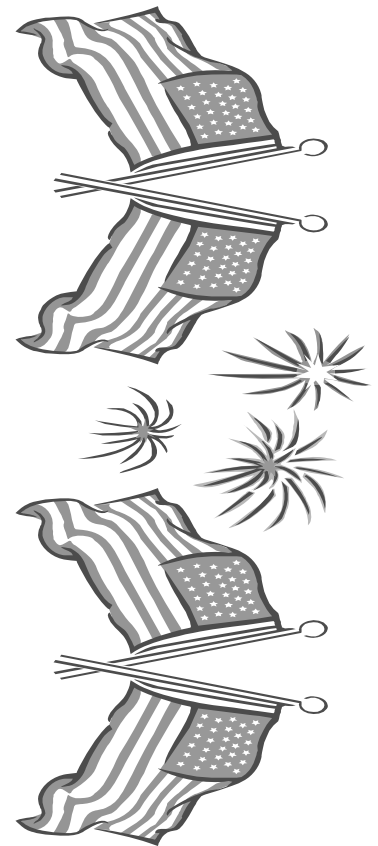
an address to find the best possible prices close by. You can view a full listing of gas stations in your area and search through the results by price, distance or even name.

If you prefer a specific brand of gas, you may browse all the options in your area. MapQuest recognizes not everyone wants to search the masses, they just

want to browse results in their city and state. There are literally hundreds of pages that allow you to narrow your results and browse applicable stations.

**What about alternative fuels?** Don't worry, MapQuest has covered all the basis. You can refine your search to E85 ethanol, biodiesel, hydrogen, even electric recharging stations only. MapQuest actually reaches out to the National Renewable

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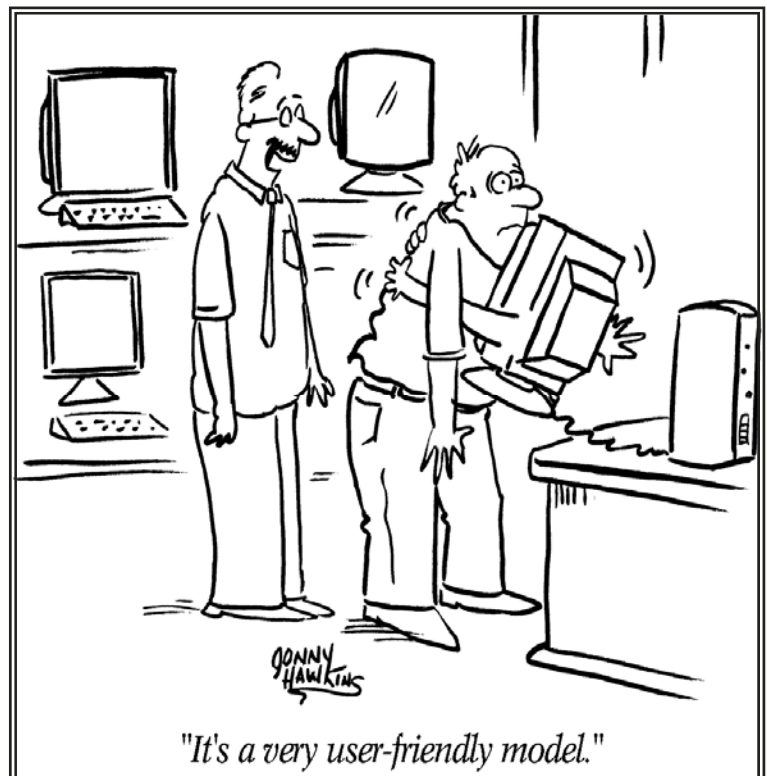


## Greystone Provides Real Solutions For Your Small Business

Technology can be a huge asset to the small business looking to streamline their processes, communicate more efficiently, manage projects effectively, and more. Many small businesses, however, don't have the time, resources, or ability to keep up to date with the burgeoning technology market. As a result, small businesses often see the burden of technology more than the benefits.

Greystone's primary goal has always been to help our clients use technology to effectively improve their business. Beyond standard computer and network support, we offer several service packages designed to help stabilize your IT spending.

The GT Watch and GT Care programs allow you to take a proactive approach to their technology while freeing up your staff and helping you budget. The GT Watch program provides 24/7 monitoring and monthly system reporting. GT Care provides full management of your technology including monthly, proactive maintenance for all devices, virus & spyware protection, monitoring, reporting, and the assurance that your system will work or we will fix it at no charge. Talk to your consultant today or visit [www.greystonetech.com](http://www.greystonetech.com) for more information.



*"It's a very user-friendly model."*



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Microsoft  
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### Your referrals are the biggest compliment!

When we provide service for your referral for the second time, your company will receive a two hour credit on your next bill and you will personally receive a \$200 American Express® gift card. In addition, your referral's first two hour visit is free of charge.

## The lowest gas prices...

(Continued from page 3)

Energy Laboratory (NREL) to obtain listings of your local alternative fuel locations.

Updated 7 times each day, the MapQuest gas price tool brings you the most accurate prices possible. If you could save 10¢ per gallon on a fill up, would you?

MapQuest even includes a gas price calculator... Figure out the cost for your commute or summer getaway by entering the trip length, gas price from the station you're going to fill up at and the miles per gallon for your vehicle. Then select "calculate" to see your total gas cost and plan ahead for the expenses.

Shop around! Find the best price in town for your specific needs at: [gasprices.mapquest.com](http://gasprices.mapquest.com)

## Inquiring Minds...

Netflix Player has instant viewing features just like a PC. The Netflix Player by Roku is finally here. The is one of the first of its kind. For just \$99.99, you can have a library of 10,000 movies and television episodes at your finger tips. You would expect this type of service to cost an arm and a leg, nope! Netflix is not adding any extra fees for usage; you only pay your normal Netflix subscription costs between \$4.99 and \$16.99.

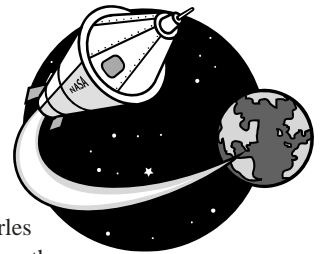
This compact Netflix Player surely takes the cake. You have all the ease of watching a DVD or DVR show. You can pause, rewind or play anytime and it is guaranteed to work with your television. The Netflix Player is equipped with standard RCA jacks, S-video, component video, HDMI, and optical audio. So, you can hook up the ancient television hiding in your bedroom closet or that brand new HDTV you just purchased with your tax refund.

What about picture quality? CNET reviewed this product and found "Setup is simple, and — if you've got a solid broadband connection — picture quality is acceptable and streaming perform-

ance was almost entirely lag-free." That is more than I can say for satellite service.

Outer space tourism taking shape? Yes! Now you can plan a trip to the "outer limits". Charles

Simonyi, better known as the Development Manager for Microsoft's Word and Excel programs, has taken up exozotic travel. According to All Things Digital by The Wall Street Journal, Charles was one of the first space tourists, having spent 11 days on board the International Space Station last quarter.



## What's in your network?

Is your business prepared for the worst? Be ready with GT Backup. The data stored on your network is one of your business's most vital assets. The best defense in preventing a catastrophic loss is a solid backup infrastructure including offsite storage of data. GT Backup enables organizations to gain enterprise-class protection for their critical data at a fraction of the cost. GT Backup provides an efficient, reliable and cost effective backup solution with emphasis on security and data retention.

Don't wait until it is too late. Ask your consultant or call us today for more information about our complete solution—GT Backup.