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Happy Thanksgiving!

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AXICOM

Networks • Computers • Security • Service

Computer Network Solutions and Management Services

AxiNews

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Thanksgiving Tidbits

- * Americans consume about 13.4 pounds of turkey each year.
- * There are three U.S. cities named after turkey: Turkey, Texas, Turkey Creek, La., and Turkey, N.C.
- * There are eight cities in the United States named after the cranberry.
- * There are 28 places in the United States named Plymouth.
- * Benjamin Franklin wanted the turkey to be the national bird of the United States.
- * Abraham Lincoln issued a 'Thanksgiving Proclamation' on third October 1863 and officially set aside the last Thursday of November as the national day for Thanksgiving.

Tech Briefing: Cloud Computing—Misconception #3

Moving some of your business computing services to the cloud may save you money and simplify your computer infrastructure. But, cloud computing is a new trend and with it there are many misconceptions. This misconception is the third and last in the series. If you would like to read about the first two misconceptions, visit our website and go to the Resources tab where you will see our past newsletters.

Misconception #3 - I don't need anti-virus, a firewall or a server on my local network.

Many users believe that all the security is self-contained in their cloud server so they no longer need antivirus for their local computer or a firewall for their local office. The thought is that if their local PC gets a virus infection or otherwise compromised, then they will just need to reinstall their operating system.

The truth is that by adding a cloud server or service, you are adding to your network, not replac-

ing anything. Nothing has changed and you still need to protect the local computer and local network even though all your data may be in the cloud. The most frequent cyber-criminal target currently the end user's computer, not the server. The criminal knows that your PC is usually not as well protected and can be a tremendous asset if they can compromise it. A common tactic is to install a key-logger on your computer so they can steal your username and password. After collecting your login credentials, the criminal will be able to access to your cloud server and all the data it contains.

A truly secure cloud solution requires security across your entire enterprise from your local PC to your remote cloud server/network. This will require a proper firewall in your office which can create an encrypted connection between your office and the cloud provider's network. The firewall will prevent any malware injection onto your local network and provide web content filtering for safe web browsing.

A security server is key in managing your local
(Continued on page 2)

Save Word Files as PDFs

When it comes to saving documents that will be viewed by clients or people online, the PDF (Portable Document Format) is the go-to file type. It allows users to save documents and files with the layout and formatting intact, and can be viewed as-is by users on nearly all systems. Because of this, it can be a good idea to save final versions of Microsoft Word documents as PDFs.

Here's how you can save Microsoft Word 2010 and 2013 documents as PDFs.

Saving a Word 2010 document as a PDF

1. Create and format the document as you would like the reader to see it if it were to be printed.
2. Click *File* followed by *Save As*.
3. Enter a name for the file in the *Filename*

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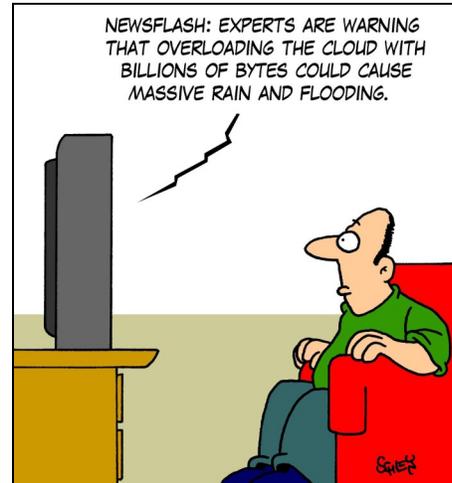


Cloud Computing

(Continued from page 1)

security. The server manages user accounts, security policies, workstation security patches, and computer anti-virus. Without a local security server, also known as a domain controller, all the workstations become vulnerable to attack.

AXICOM is now offering AxiCloud, our own secure, highly-protected cloud solution in a state of the art facility. Call AXICOM for more information at 818.865.9865.



Saving Your Word Files as PDFs...

(Continued from page 1)

box. Be sure the name is easy to read and understandable. A bunch of numbers and unintelligible words will likely decrease the chances of the file being opened, or passing spam filters if emailed.

4. Click on *Save as type* and select *PDF*.
5. Select either *Standard* (for print and publishing online) or *Minimum* (for publishing online). Click *Save*.

Saving a Word 2013 document as a PDF

1. Create and format the document as you would like the reader to see it if it were to be printed.
2. Click *File* followed by *Export*.
3. Select *Create PDF/XPS* from the menu that opens. Click *Publish*. Word will create a PDF copy of the Word document and by default, save it to the same file the document is in.

Things to remember when creating PDFs Here are three important things to remember when creating PDFs in Word:

- **They are not meant to be edited.** Because PDFs capture the formatting and layout of a document, they are often seen to be the final versions. As such, they are fairly

hard to edit. It is better to ensure that the document is exactly what you want and error free before creating a PDF.

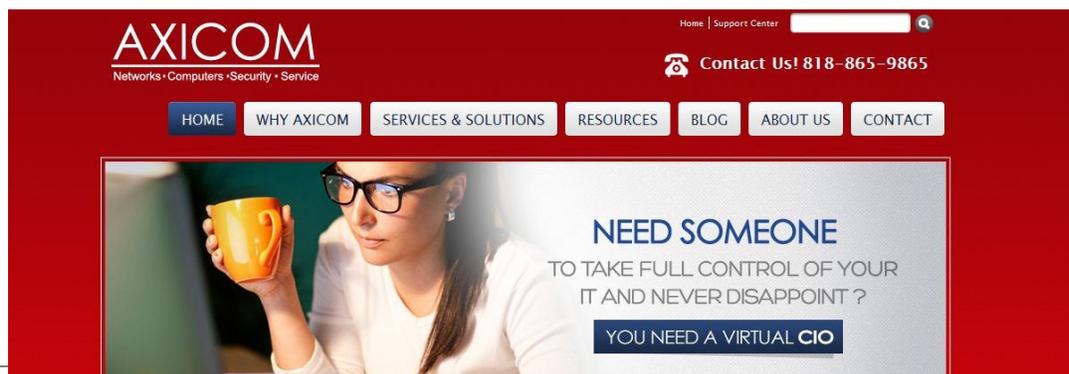
- **The simplest way to edit.** The easiest way to edit a PDF is to actually edit the original Word document and then re-save it as a PDF. You can even use the same name, just confirm that you would like to replace the existing file. If this file has been uploaded to a website, you may want to re-upload it to ensure the correct version is online.

- **You can open PDFs and convert them to Word documents.** To do this in Word 2013 select File, Open and select the PDF you would like to open. This should convert the document and open it with all images and content. Beware that formatting may be off or inconsistent and will likely need some work to make it readable or presentable.

Be sure to open and check the PDF before sending. Take a look for any formatting issues or problems with spacing and layout. The file should look exactly the same as the Word document.

If you are looking to learn more about using Microsoft Office in your company, please contact us today to see how we can help, or if we have a solution for you.

AXICOM has a new website!



All About Internet Connections

The Internet is one of the most important inventions of the century. It has allowed businesses to go global and connect to customers and other businesses in a way like never before. As a business owner, you likely have an Internet connection in your business. As your business and technology develops there will undoubtedly come a day when you need to upgrade or change your connection. But do you know the different types of connections available?

Below is a brief overview of the three major types of Internet connection available to many businesses.

Dial-up Dial-up uses a modem that is usually in your computer and connected to a phone line which in turn is connected to other modems. When you connect, your modem dials the other modems, which are usually owned by the phone provider, and establishes a connection, allowing you to access the Internet.

Dial-up is by far the slowest Internet connection, and is pretty rare in most population centers. It can still be found in some rural or remote areas, as it only requires existing telephone lines, but many Internet Service Providers (ISP) and telephone companies have stopped offering this service as technology has simply moved on.

Broadband Broadband refers to any high-speed Internet connection. There are a number of different types of broadband connections, the most popular being:

- **Cable** - A broadband connection that is provided mainly to homes through a coaxial cable, which is the same cable that delivers cable television. With a cable connection, users are continuously connected and can see connection speeds as high as 400Mbit/s. While this is a generally stable and fast connection, fewer businesses use it because they lack the coaxial connections in their office.
- **DSL** - Digital Subscriber Lines (DSL) are high speed Internet connections that are provided over telephone lines. As with cable connections, DSL users are continuously connected and can see connection speeds higher than 100Mbit/s in some areas, though the average speed is usually around 20-20Mbit/s. DSL is typically the connection of choice for smaller businesses, largely because their telephone lines are usually already in place in the building making it easier to wire and connect.
- **Leased lines** - A leased line is a high speed Internet connection used by businesses and even ISPs. Leased lines are typically direct connections

between two points, e.g., a business and Internet provider, where the end-user pays a monthly rental fee. Because these lines are not shared with any other users, connection speeds can be extremely high, but will vary depending on the type of line leased. Many of these lines are stable, offering over 99% uptime.

Fiber - Fiber connections are becoming increasingly popular in densely populated centers. These connections use optical fiber lines which transmit data using light. While many ISPs have been using fiber backbones, switching over to other connection types (DSL or Cable) for delivery to the customer, this type of broadband is now entering homes and businesses. Many Fiber Connection Providers offer connection speeds of 1Gbit/s, which is nearly 100 times faster than the average DSL line.

Wireless Wireless connections are broadband, high speed Internet connections that are delivered to the customer largely without wires. The best example of this are the mobile broadband or data connections like 3G that are offered by mobile phone companies.

Other examples of wireless broadband include satellite broadband which is delivered to users by bouncing the connection off of geostationary satellites in orbit above Earth. Connection speeds can be as high as 1Gbit, but because of the distance the transmission has to travel, there is usually a delay of at least .5 seconds, or longer. If you are in a remote location, this is likely the best Internet connection available.

Looking to learn more about the different types of Internet connection available to your business? Why not contact us today to see if we can help.



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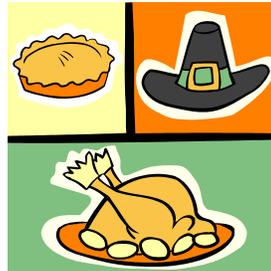
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budget for just like rent!*



AxiGuard

Our website has been re-vamped!
Check it out at www.AXICOM.net.

Inquiring Minds...

Libby's Pumpkin Pie Recipe

This is the traditional holiday pumpkin pie. This classic recipe has been on LIBBY'S® Pumpkin labels since 1950. This pie is easy to prepare and even easier to enjoy. Just mix, pour, bake for a delicious homemade tradition.

Ingredients

- 3/4 cup granulated sugar
- 1 teaspoon ground cinnamon
- 1/2 teaspoon salt
- 1/2 teaspoon ground ginger
- 1/4 teaspoon ground cloves

2 large eggs

1 can (15 oz.) LIBBY'S® 100% Pure Pumpkin

1 can (12 fl. oz.) NESTLÉ® CARNATION® Evaporated Milk

1 unbaked 9-inch (4-cup volume) deep-dish pie shell

Whipped cream (optional)

Directions

MIX sugar, cinnamon, salt, ginger and cloves in small bowl. Beat eggs in large bowl. Stir in pumpkin and sugar-spice mixture. Gradually stir in evaporated milk.

POUR into pie shell. BAKE in preheated 425° F oven for 15 minutes. Reduce temperature to 350° F; bake for 40 to 50 minutes or until knife inserted near center comes out clean. Cool on wire rack for 2 hours. Serve immediately or refrigerate. Top with whipped cream before serving.

And, if you decide to make this, feel free to drop off a slice or two at AXICOM. We'll be happy to taste test if for you!

What's New on the AXICOM Website

If you have a chance to visit the **new AXICOM website**, you will see tabs at the top including **Resources** and **Blog** which we encourage you to visit. The Resources tab includes White Papers as well as past printed newsletters. The Blog tab has our blog entries which are updated regularly. Go to www.AXICOM.net.

“Be thankful for what you have; you'll end up having more. If you concentrate on what you don't have, you will never, ever have enough.”

-Oprah Winfrey