

Holzager Technology Services, LLC
 P.O. Box 535
 Fair Lawn, NJ 07410-0535
 (201) 797-5050
 info@tech4now.com



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**Celebrating over
 TWENTY THREE
 YEARS
 of Service and
 Satisfied
 Customers!**



“As a business owner, you don’t have time to waste on technical and operational issues.

That’s where we shine!
 Call us and put an end to your IT problems finally and forever!”
 Fred Holzager,
 IT Director
 Holzager Technology Services
 and
 Publisher of
The Tech Insider

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Snapple Real Fact #1376

“Golf was the first sport to be played on the moon.”

The Tech Insider

“Insider Tips To Make Your Business Run Faster, Easier and More Profitably”



Tech-Savvy Workspaces: How Technology Drives Office Productivity

Gone are the days of paper-laden desks and rows of filing cabinets. The modern office is a hub of innovation. Technology plays a starring role in this transformation.

Is your company leveraging technology as well as it could? This article dives into the ways technology fuels office productivity.

**Boosting Efficiency:
 Technology as a Time-Saving Ally**

The core benefit of technology in the office is its ability to save valuable time. Here are some key ways tech streamlines workflows:

Automation Powerhouse

Automating repetitive tasks frees up your team’s time for creative thinking, strategic planning and complex problem-solving.

Cloud-Based Collaboration

Cloud storage platforms allow teams to access and share documents seamlessly, ensuring everyone is working on the latest iteration.

Communication Revolution

Messaging platforms and video conferencing tools provide instant communication. This enables brainstorming sessions and remote team collaboration.

**Enhancing Accuracy:
 Technology Mitigates Errors**

Technology saves time. It also reduces errors that can derail projects and waste valuable resources. Here are some ways you can leverage tech to do this.

(Continued on page 2)



“We Love Referrals” 2024 Offer

**Keeping with the spirit of helping others,
 if you refer a business to us and they become our customer,
 we will donate \$100 to your favorite charity.**

At Holzager Technology Services, we believe that referrals are the greatest form of flattery. By recommending your partners, associates, or professional contacts, you can help them enjoy worry-free IT and support a worthy cause of your choice!

For more information, please see our website at www.tech4now.com/we-love-referrals, contact us by phone at 201-797-5050



Quotations

"Women and cats will do as they please, and men and dogs should relax and get used to the idea."

—Robert A. Heinlein

"Go to heaven for the climate and hell for the company."

—Benjamin Franklin Wade

"Believe in yourself. You are braver than you think, more talented than you know, and capable of more than you imagine."

—Roy T. Bennett

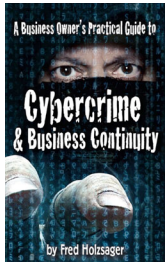
"Incredible change happens in your life when you decide to take control of what you do have power over instead of craving control over what you don't."

—Steve Maraboli

"I wish it need not have happened in my time," said Frodo. "So do I," said Gandalf, "and so do all who live to see such times. But that is not for them to decide. All we have to decide is what to do with the time that is given us."

—J.R.R. Tolkien

Read Fred's Book!



If you would like to have us speak to your organization and give away some free copies to attendees, give us a call. For more details on the contents and how to get your own copy, please visit our special web page at www.tech4now.com/cybercrime

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Ask us about our fixed price services HTS Insight Hassle-Free Agreements— Computer Support at a flat monthly fee you can budget for just like rent!

Tech-Savvy Workspaces: How Technology Drives Office Productivity

(Continued from page 1)

Data Accuracy Champions

Spreadsheet formulas eliminate the risk of human error in manual data entry. Project management software tracks deadlines and dependencies. These tools provide a single source of truth for project information.

Data Analytics for Informed Decisions

Data analytic tools provide insights that promote a data-driven approach, allowing teams to make informed decisions based on real-time information.

Fostering Teamwork: Technology Bridges the Communication Gap

Technology empowers effective communication and collaboration, essential for a productive team environment. Here's how it can do that:

Remote Work Enablement

Cloud-based tools and video conferencing apps allow teams to collaborate regardless of location, fostering a diverse workforce.

Knowledge Sharing Made Easy

Internal wikis and knowledge-sharing platforms allow teams to create a repository of company knowledge. This reduces the time spent reinventing the wheel.

Project Management Made Simple

Collaborative project management tools have many features that ensure everyone is on the same page, ensuring smooth project execution.

The benefits of technology in the office are undeniable. But successful implementation requires careful consideration.

Creating a Tech-Savvy Workspace: Considerations for Implementation

The benefits of technology in the office are undeniable. But successful implementation requires careful consideration.

Choose the Right Tools.

Choose tools that integrate seamlessly with your systems and workflows.

Cybersecurity is Paramount.

As your reliance on technology increases, so does the need for robust cybersecurity.

Digital Divide Awareness.

Ensure technology adoption doesn't leave anyone behind. It should not create barriers.

Change Management.

Prepare to manage change within your team. The extra help getting over road bumps makes a world of difference.

Win With Technology On Your Team:

Those that merge the minds of those on their staff successfully will garner an advantage so clearly, it will surpass their expectations.

But, those who avoid technology may soon see themselves as Bob Dylan wrote: *"...Then you better start swimmin' or you'll sink like a stone For the times they are a-changin'."*

lyrics Copyright © 1963, 1964 by Warner Bros. Inc.; renewed 1991, 1992 by Special Rider Music

QUICK SECURITY TIPS: Artificial Intelligence (AI) is amplifying the danger of phishing. A recent study found a 60% rise in phishing attacks. AI creates realistic messages; personalized attacks; better targeted spear phishing; it's automated and deepfake technology makes it more convincing. More now than ever be skeptical of unsolicited messages; check for red flags—is the offer too good to be true? Have your office run security audits to identify vulnerabilities in your systems; use email authentication protocols and educate yourself to be more

"I DIDN'T KNOW"

Unfortunately, That Excuse Doesn't Replenish Your Bank Account, Resolve A Data



Breach Or Erase Any Fines And Lawsuits.

It's coming ...

- That day a hacker steals critical data, rendering your office useless
- That day when your bank account or credit card is compromised
- Or that day when your customers' private lives are uprooted

Cybercriminals and hackers are constantly inventing NEW ways to infiltrate your company, steal your assets and disrupt your life. The ONLY way to STOP THEM is this:

You Must Constantly Educate Yourself On How To Protect What's Yours!

Now, for a limited time, we have the perfect way to help reduce your risk and keep you safe! Simply sign up to receive our FREE "Cyber Security Tip of the Week." We'll send these byte-size quick-read tips to your e-mail inbox. Every tip is packed with a unique and up-to-date real-world solution that keeps you one step ahead of the bad guys. And because so few people know about these security secrets, every week you'll learn something new!

Get your FREE "Cyber Security Tip of the Week" at <https://www.tech4now.com/cyber-security-tip-of-the-week/>

More Cringeworthy from Dad

How many times have you heard a quick one or two liner that made you cringe? How about some more?

Husbands are the best people to share secrets with. They'll never tell anyone, because they aren't even listening.

The only thing Flat Earthers fear... is sphere itself.

My wife and I do this to make our marriage last. Twice a week, we go out to a nice restaurant, have a good meal and a glass of wine. She goes on Mondays and I go on Fridays.

Sometimes, I wake up Grumpy. Other times, I just let him sleep in.

Do boats get in trouble because of pier pressure?

Always check the height of nearby ceiling fans before giving a toddler a ride on your shoulders. How I learned this is not important.

Don't give up on your dreams. Go back to bed!!

Elevator music bothers me on so many levels.

James T. Kirk: How much Jim Beam could Jim beam if Jim could beam Jim Beam?

In Athens, nobody wakes up too early in the morning because dawn is tough on Greece.

Being playful can be risky. I just got hospitalized due to a Peek-a-Boo accident. They put me in the ICU.

If the King sleeps on a king-sized mattress and a Queen sleeps on a queen-sized, where does the Prince sleep? On an heir mattress.

I just replaced my litter box with a FedEx box. Now, when it's full, I just tape it shut and put it on my porch for someone to steal.

I made my fish listen to an Eminem album. Now, he's Swim Shady.

If you're difficult to understand because your mouth is full of fruit, it's known as a peach impediment.

There was the time that Fruit of the Loom took Hanes to Court. It was a... Brief Case.

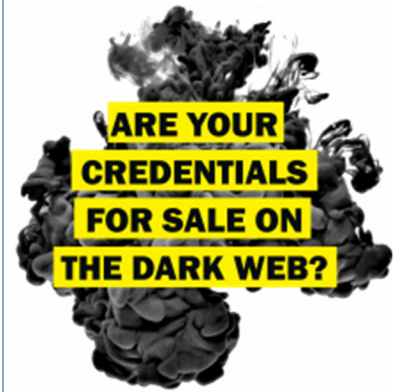
A limbo champion walks into a bar. Make that a former limbo champion.

Warning: If you're buying a watch on Amazon. I've learned if it says you can swim with it, this only applies if you were already able to swim.

I told a joke during a Zoom meeting and nobody laughed. I guess I'm not remotely funny.

My wife asked me to stop singing "I'm A Believer" by the Monkees because she found it annoying. At first, I thought she was kidding. But, then I saw her face...

I go to the gym so infrequently, I call it James.



Find Out with a Complimentary Dark Web Scan

Did you know...?

- Cyber-attacks have continued to grow in cost, size, and impact—causing 60% of SMBs to go out of business within 6 months of a cyber incident.

- Over 80% of data breaches leverage stolen passwords as the principal attack vector—often acquired on the *Dark Web*.

- Far too often, companies that have had their credentials compromised and sold on the *Dark Web* don't know it until they have been informed by law enforcement—but then, it's too late.

- To help keep your critical business assets safe from the compromises that lead to breach and theft, we are offering a complimentary, one-time scan with **Dark Web ID™ Credential Monitoring**.

If you are interested in learning more about the risks involved in ignoring your password security, give us a call at (201) 797-5050 or visit our website at

<https://www.tech4now.com/dwid> or www.tech4now.com/bullphish



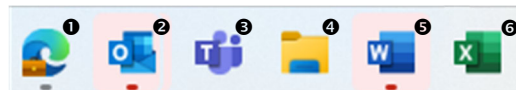
SOFTWARE ANNOUNCEMENT: In a proactive move to safeguard national security and citizens, the US government has banned **Kaspersky products**. Users now have just three months to find an alternative solution.

Key points: **Sales Stop Date:** Effective July 20th, Kaspersky sales will cease.
Full Ban Date: The complete ban takes effect on **September 29th** of this year.

Quick Productivity Tips

Have you ever noticed that your day, no matter how productive you are, is relatively too short to complete all you want/need to accomplish? Well, here we will provide you with some quick and easy tricks to make you productive faster.

#1. Rather than drag the mouse to your taskbar, you can always hold down the Windows key (⊞) and press the relative position number of the icon in your taskbar that you want to launch. Example based on a sample taskbar....



If you want to open Teams, simply press ⊞+3. If you decide to reorder your taskbar icons, simply select the new position number and type it accordingly. Try it, you'll like it.

#2. If you are still working on a single monitor and you want to have two open applications side-by-side, simply press the Windows key (⊞) and the cursor key (⇐⇒⇑⇓) representing where you want the active window to appear. Once you click it, you should have that screen displayed on that side.

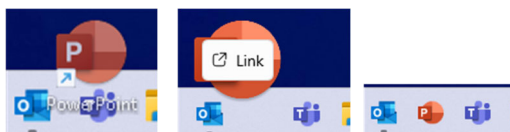
Now, select a second window, press the ⊞ + [the complementary arrow (e.g., ⇐⇒, ⇑⇓)] and, voilà, you now have the two windows equally dividing up your screen. Now, watch your productivity rise. 😊

#3. At this point, if you wish to access a third window (not displayed), press on the Alt-TAB key combination. This will enable you to cycle through

NOTE: It is best to read this column while at your computer for a better understanding of the content presented. *Enjoy!*

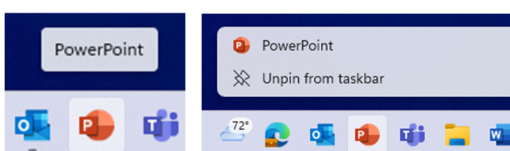
your open windows on the computer. When the window you seek is highlighted, simply release the keys (keep tapping the TAB key to move forward, add in the SHIFT with the TAB to reverse the selection direction). If you keep the ALT key depressed, then you may change the selection by using the arrow/cursor keys so you won't have to cycle through all open applications.

#4. Is there an application on your desktop that you want to have ALSO available on your taskbar? Just place your mouse cursor on the desired icon, then hold down the primary mouse button (typically, it's the left side), drag it to the location on the taskbar you want it to reside in and release it. Now, it will be accessible for you when your desktop is covered, but your taskbar is not.



Drag icon... Position icon... Release icon.

...and, if you no longer want the icon in the taskbar, simply position your mouse cursor over it,



the name is displayed, right click your mouse, then select "Unpin from taskbar" to remove it.

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- ✓ Virus Protection & Removal and Dark Web Monitoring
- ✓ Network Security and Online Employee Security Training
- ✓ E-mail & Internet Solutions
- ✓ Wireless Networking
- ✓ Spam Filtering and E-mail Archiving & Encryption Solutions
- ✓ Storage Solutions and File Sharing
- ✓ System Audits, Network Documentation, and Dark Web Scans
- ✓ Voice over IP phone systems

"We make all of your computer problems go away without the cost of a full-time I.T. staff"

Ask us about our fixed price service agreements—Computer support at a flat monthly fee you can budget for just like rent!

"I'm a non-techie. The prospect of configuring my new laptop for both business and personal use – apps, network connections, databases, email accounts, drivers to external devices, Internet security, etc. – was daunting. Fred made it happen, virtually overnight. No bugs, no hassle, up and running smoothly."—Merrill Rutman, Résumé and Job Search Coach, Waldwick, NJ

August 2024

The Lighter Side...

For Entertainment Purposes ONLY!

Little Jimmy...

The first grade teacher, Miss Russell, was having trouble with one of her students. The teacher asked, "Jimmy, What's your problem?"

Jimmy answered, "I'm too smart for first grade; my sister is in third grade and I'm smarter than her! I think I should be in the third grade, too!"

Miss Russell had enough, so she took Jimmy to the Principal's Office. While Jimmy was waiting outside, the teacher explained the situation to the Principal. The Principal told Miss Russell he would give him a test. If he failed to answer any of the questions, he was to go back to the first grade and behave. She agreed.

Jimmy was brought into the room and the conditions were explained to him. He agreed to take the test.

Principal: "What is 3X3?" — Jimmy: "Nine."

Principal: "What is 6X6?" — Jimmy: "Thirty six."

And, so it went, with every question the Principal thought a third grader should know. The Principal looks at Miss Russell and tells her, "I think Jimmy can go to the third grade."

Miss Russell says to the Principal, "Let me ask him some questions..." The Principal and Jimmy both agreed. Miss Russell asks, "What does a cow have four of that I have two of?"

Jimmy pondered the question and replied, "Legs." Miss Russell asks, "What is in your pants that you have which I do not have?" The Principal wondered why she would ask such an odd question.

Again, Jimmy thought and responded, "Pockets."

Miss Russell: "What does a dog do that a man steps into?"

Jimmy: "Pants."

The Principal sat up with his mouth hanging open.

Miss Russell: "What goes in hard and pink, then comes out soft and sticky?" The Principal's eyes

opened really wide, but before he could stop him from answering, Jimmy replied, "Bubble Gum."

Miss Russell: "What does a man do standing up, while a dog does it on three legs?"

Jimmy: "Shake hands." The Principal seemed distraught and shaking.

Miss Russell: "What word starts with an 'F' and ends with a 'K' that means a lot of heat and excitement?"

Jimmy: "Firetruck."

The Principal drew a sigh of relief and told the teacher, "Put Jimmy in the fourth grade. I got the last six questions wrong!"

Pickin' Up Chicken

I go to KFC to get the kids something to eat. They wanted the kids meal with a leg, so I said, "Kids meal with the leg," and the lady says, "Which side?"

Me: (Complete silence as I heavily contemplate such an odd decision.) "I guess the right side, I don't know what the difference is."

After several moments of laughter, she says, "No, Honey, which side would you like to go with the leg? Like 'Mashed Potatoes' or 'Wedges'?"

n.b.: This is why I prefer to cook at home. LOL.

The Job Interview...

A man is running late for his once-in-a-lifetime dream job interview and finds himself driving around a packed lot frantically trying to find a parking spot... Time is not on his side, and he starts to panic. In a last ditch effort, he looks up to the skies and begs: "God, please help me out here. I'll do anything... I'll quit smoking, drinking, and donate to charity." As soon as he finishes his plea, the sky opens up and a bright light shines on an open parking space. The man holds up his hand and says: "Never mind, I found one!"