



Scallycomputechs

Professional Computer Sales and Services



APRIL NEWSLETTER

Current News

Its tax time, I hate this time of the year. This month, I plan to launch my BNI Chapter's Peninsula Connections website, Upgrade my SBS (Small Business Server) 2003 to SBS 2008.

Did you know if you buy Microsoft Office 2007, you will get a free upgrade to Office 2010. I have been using Microsoft Office 2010 for a few months now, and its really slick. Setup an appointment with me to come by my office and try the newest version of MS Office

Featured Service

Weekly computer checkup

Part of our preventative maintenance managed service is doing a weekly checkup of your computers and server. Once a week we will log into your computers and check for any signs of problems. So that we can make adjustments to your computer before a problem occurs

Services we provide

- Computer data recover
- Develop and implement IT policies
- Microsoft email server setup
- Wireless network setup
- Computer troubleshooting and repair
- Computer disaster prevention
- Hard drive data erase

Scallycomputechs
148 E. Third Avenue, Suite 201.
San Mateo, California 94401.
Phone (650) 347-7500
FAX (650) 347-7600
<http://www.scallycomputechs.com>

Help Desk hours

8:30 AM - 6:30 Pm 7 days a week
Support issues email us at

helpdesk@scallycomputechs.com

April 2010

Tip of the Month

Encrypt or decrypt a file or folder in Vista

Encrypting folders and files is a way to protect them from unwanted access. Encrypting File System (EFS) is a feature of Windows that allows you to store information on your hard disk in an encrypted format. Encryption is the strongest protection that Windows provides to help you keep your information secure. **To Encrypt a file or folder**

- 1) Right-click the folder or file you want to encrypt, and then click **properties**
- 2) Click the **General** tab, and then click **Advanced**
- 3) Select the **Encrypt contents to secure data** check box, and then click **ok**

NOTE: The first time you encrypt a folder or file, you should back up your encryption certificate. If your certificate and key are lost or damaged and you do not have a backup, you won't be able to use the files that you have encrypted.

To Decrypt a file or folder

- 1) Right-click the folder or file you want to decrypt, and then click **Properties**
- 2) Click the **General** tab, and then click **Advanced**
- 3) Clear the **Encrypt contents to secure data** check box, and then click **Ok**

Term: CPU Processor Heat Sink

A component designed to lower the temperature of an electronic device by dissipating heat into the surrounding air. All modern CPUs require a heat sink. Some also require a fan. A heat sink without a fan is called a passive heat sink; a heat sink with a fan is called an active heat sink. Heat sinks are generally made of an aluminum alloy and often have fans.

To unsubscribe to this newsletter, send an e-mail to unsubscribe@scallycomputechs.com