

THE pact-ne PULSE

YOUR TECHNOLOGY BEAT

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OPTIMIZING TECHNOLOGY

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THE NEW OPTIMIZED OFFICE: AN OFFICE OF PRODUCTIVITY, COLLABORATION, FREEDOM, AND LESS STRESS

It's 7AM and you're waking up to start getting ready for work. The birds are chirping, the sunlight is streaming in, and you can smell the fresh pot of coffee brewing on the counter. Immediately, you are hit with the feeling that today, is going to be a good day. You walk through your office doors and make your way back to your workspace. You turn on your computer and the system boots right up. You open your outlook and with 15 minutes, all your emails are answered, spam is filtered, your to-do list for the day is lined out and you begin your workday. Karen from Accounting contacts you for a payment receipt and you immediately send her the link to your Expensify report. You have a morning management meeting in which you pull up the report files that you were working on at home last night from your Dropbox folder. The rest of the day just flies by as you gather, edit, and send all the documents you need to with merely the click of a mouse.

The scenario above is just an average day in the new optimized office! An office that you too can experience with only a few changes.

1. Optimize your business: It's no secret that we live in a technology driven world, in which people want access to information quicker than ever before. The Mad Men days of sitting in a smoke filled office, hearing the click-clack of the typewriter are over. Ensure that your office technology is up to par, by making sure to update your equipment

regularly. Check for system updates and be sure to install them frequently to keep your technology functioning properly.

2. Optimize your life: You work hard. Make sure that you are able to play even harder. With cloud services, you can continue to monitor and manage your business, without having to actually be there. Access your most important files and data from any location, no matter the time or device, through the utilization of the cloud. Completely mobile and 100% secure, the cloud allows you to enjoy your free time without having to sacrifice your business.

3. Optimize your productivity: Technology glitches and downtime are nearly impossible to plan for but possible to protect your business from if they occur. Develop a business continuity plan to keep your office working during equipment outages and even during recovery. Create an office in which collaboration and connections are more meaningful with the ease of file sharing via Dropbox and hosted email exchange. Keep your office out of the technology dark ages and into the modern office.

With managed services from Pact-One, an optimized office isn't just a pipedream. It's a reality. Contact us at 866-722-8663 to start optimizing your technology, today!



Dan Edwards, CEO & Founder
Pact-One Solutions

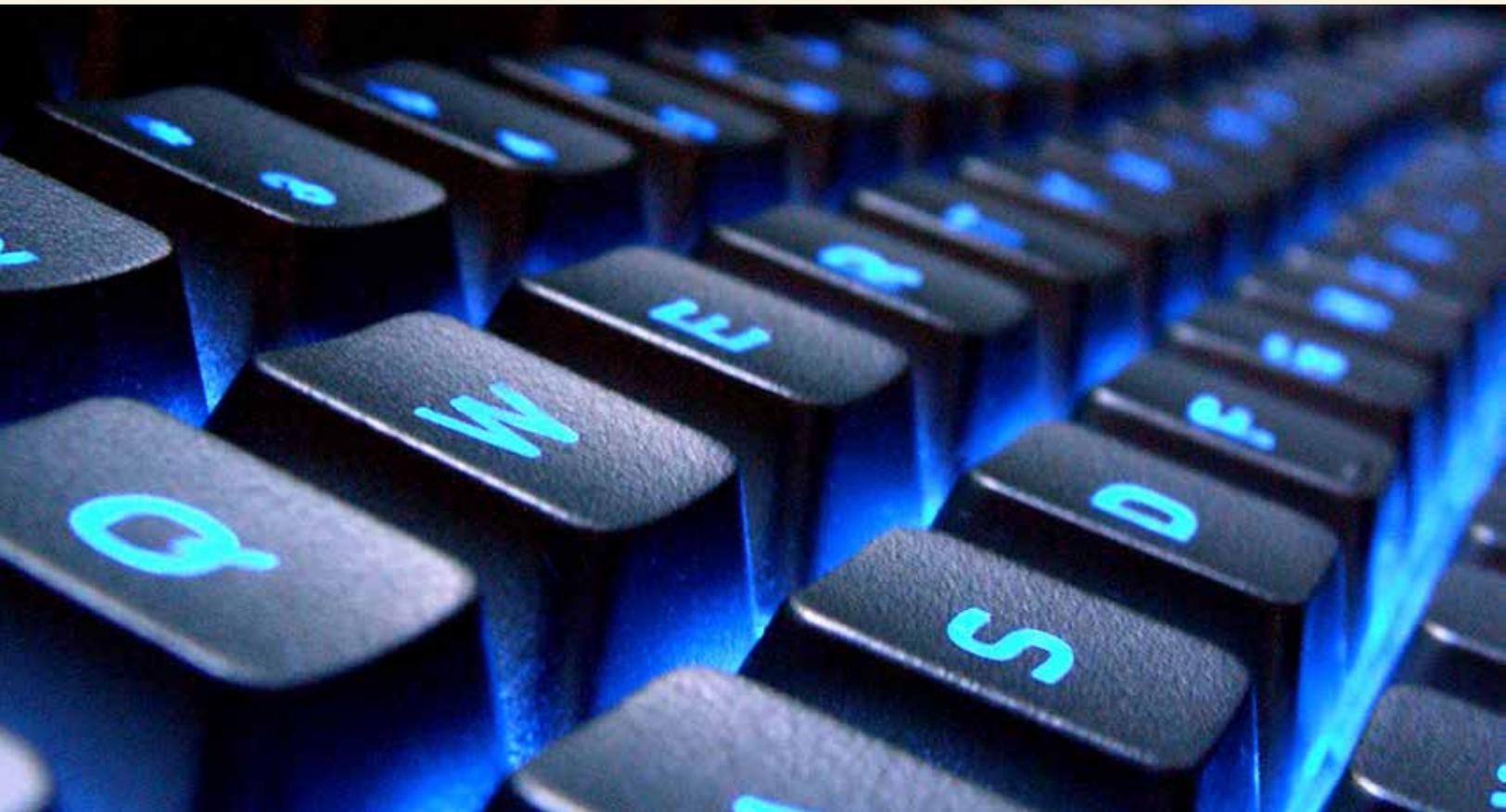
FIVE TIPS FOR USING MICROSOFT WORD 2013

In the word processing world, Microsoft Word reigns king. Maintaining such a dominance in the amount of users since its release in 1989, Microsoft Word is one of the most used applications on the planet. Here at Pact-One, we're all about optimizing the technology of our clients to make their lives, that much easier. That being the case, here are a few functions, tips, and tricks that we've come across to make your Microsoft Word 2013 experience to put it simply, better!

1. Embed videos directly in a document: This is one of the most promising features of Microsoft Word 2013. By clicking the "Insert" tab located in the top navigation ribbon and then clicking the online media button, you can paste an embed code or search via a video provider, instantly transforming your document into a multimedia masterpiece.

"PDF" and your cross formatting problems will be solved!

- 3. Recover unsaved documents:** We all know that feeling. When you've spent hours working on a document or a report, only to have your computer randomly shut down and all of your progress just disappear. It's frustrating and irksome! In Word 2013, click "File," then "Info," then "Manage Version," then select "Recover Unsaved Documents." Then click "Save As," and you'll never lose your progress due to random computer failures again!
- 4. Rearrange Lists:** Use Alt+Shift then the up or down keyboard arrow to rearrange items in a bulleted or numbered list, with no cutting or pasting required!
- 5. TaskIt:** For most of us, to-do lists run our lives! Whether it's responding to an email or sending out a collection letter, organization is vital to keep your business running smoothly. By downloading the Microsoft Word add-on application TaskIt,



2. Edit and save PDFs: Everyone knows that dreaded experience of copying text from a PDF and pasting it into a word document, only to find an irritating line break after every single word. With Microsoft Word 2013, you can now open a PDF in the program, click "enable editing," and immediately begin making your changes. Once you're done, click "Save As," select

you can start using the basic to-do list app alongside your Word program. Just enter a simple description of the task that you need to do in the textbox, adding more, one by one to build a list. Then click to checkmark box beside each task after you complete it.

WANT TO FIND OUT IF YOUR BUSINESS IS "CLOUD-READY"?

During the month of June we're offering a FREE Cloud Readiness Assessment to any business with 8 or more PCs and a server. At no cost or obligation, we'll come to your office and conduct a complete review of your computer network, data, software, hardware and how you work. From there, we'll provide you with insights and helpful answers as to how you



could benefit from cloud computing.

To claim your free Cloud Readiness Assessment, simply e-mail us at clientservices@pact-one.com or give us a call at 866-722-8663. Offer ends June 30, 2014.

What Are The Benefits Of Cloud Computing?

- Eliminates the need for expensive server upgrades and allows you to use cheaper devices (PCs, etc.) to get the same work done
- Frees you to access applications from any device and any location. All you need is an Internet connection.
- Built-in disaster recovery and business continuity.
- Only pay for what you need and use (utility pricing).

Shiny New Gadget Of The Month: Brookstone Virtual Keyboard

In the tech savvy world of today, more and more people have begun to use smartphones and tablets as their main computing devices. However, many of these devices do not have physical keyboards, making it a bit challenging to use these types of mobile devices to solve our everyday computing needs. This gap had paved the way for innovation and creative alternatives.

Take the Brookstone, Virtual Keyboard for example.



Who Wants to Win a \$25 Starbucks Card?

Here's this month's trivia question. The fifth person to respond with the correct answer will receive a \$25 Starbucks card!

Which sultry singer has an Australian species of the horse fly named after her?

- A. Rihanna
- B. Katy Perry
- C. Beyonce
- D. Miley Cyrus

Call now with your answer: 866-722-8663



This revolutionary laser technology projects a virtual keyboard on any flat surface. Connecting to both Apple and Android products, this keyboard uses Bluetooth® wireless technology and includes a rechargeable li-ion battery.

Order yours today at:
www.brookstone.com

Fun Facts

When most of us think of the month of June, we often think of warm weather, water sports, and barbecues—the epitome of the summer season! But when does summer actually begin?



- Saturday, June 21, 2014 at 6:51 a.m. EDT marks this year's summer solstice, or the exact time when the sun is the farthest north in the sky and directly above the Tropic of Cancer.
- According to the Old Farmer's Almanac, the word solstice is from the Latin solstitium, from sol (sun) and stitium (to stop), as in the sun appears to stop its seasonal progression across the sky before it begins to retreat south in the following months.
- The summer solstice is the longest day of the year with the most hours of sunlight during the whole year but it is not necessarily the warmest.
- While people living in the northern hemisphere will be drenching themselves with sunscreen, southern hemisphere residents will be wrapping themselves up in warm clothes for the winter solstice—the shortest day of the year and the official start of winter.

6 TIPS FOR A SUCCESSFUL MONDAY

Ahh, Mondays—the most critical day of the workweek, setting the stage for what's to come later in the day and the week ahead. After a fun-filled weekend, it can be challenging to head back into the office on a Monday with some sort of enthusiasm or excitement. To help make your Mondays a little bit easier, we've compiled a list of tips to keep your Mondays on track and successful.

- 1. Wake up early and exercise:** There's no better time to get your blood pumping and your heartbeat racing than on a Monday morning. Aside from increased circulation, exercising before your work day helps you stay alert and gives you an endorphin rush, instantly improving your mood!
- 2. Eat a healthy breakfast:** Momma wasn't lying when she said breakfast is the most important meal of the day! On a Monday morning, you want to handle everything that you have control over and breakfast is one of those things. Besides ensuring that your stomach doesn't growl during those countless Monday meetings, eating a balanced breakfast before heading into the office will give you that much needed source of happiness.
- 3. Organize and clean your desk:** A clean and neat desk sets the stage for a clean and neat week. Prioritize your most important files or you will be sure to struggle in a sea of clutter. Keep critical files accessible and put aside

unimportant paperwork.

- 4. Find time for unforeseen projects and tasks:** Not every assignment at the office is predictable, so on a Monday morning, it's good to block out some time in your schedule for last minute requests or rushes from your boss or team members.
- 5. Incorporate pleasant responses in your correspondence:** From greeting the secretary when you walk in to replying to emails in a friendly and clear manner, a little bit of happiness never hurt anyone. While it's tempting to power through your emails and requests in the most efficient way possible, it's important to remember that a little cheer can go a long way.
- 6. Remember that there is a Tuesday:** For a lot of people, Monday's bring up a sense of urgency within people that just isn't there on the other days of the week. You don't have to try to solve all of Monday's problems on Monday. Rather, prioritize your tasks and keep in mind, that there is in fact a Tuesday, and some tasks can wait until then.



While there's no magic potion that you can take to ensure that your Monday will be successful, if you keep these tips in mind, you can ensure that your Monday will run a bit more smoothly. Fighting those Monday Blues, isn't something that you have to do alone. With Pact-One, a productive and enjoyable Monday is just the tip of the iceberg when it comes to service.