

# READY NET GO ... NEWS

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<http://www.readynetgo.net>

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## Tip of the Month

### Windows Explorer

If you have generic names for documents such as 06jannews.doc it can be frustrating having to always go back to the source to identify the subject matter of the document. Wouldn't it be great to know that the subject of 06jannews is VOIP? Here's an easy fix:

#### First, give the document a title:

- 1) Open Windows Explorer and navigate to the folder where your nondescript files are located.
- 2) Right click the file in question. Choose **Properties**
- 3) Click on the **Summary** tab
- 4) In the **Title** box, type a descriptive title
- 5) Click OK

#### Second, show the Title bar in Windows Explorer:

- 1) In Windows Explorer, **right click** a blank area on the header bar (where Name, Size, Type etc. are located – above the right-side pane)
- 2) You'll see a long list of possible categories. Scroll down and highlight **Title**.
- 3) Title will appear on the header bar and if a document in that folder has a title, it will appear. You can then sort the list in any way you need.

That's it – now repeat these steps for any other documents in any folder and you'll have a quick and efficient way of identifying your files in Win Explorer.

**Note:** *The Title may not show up immediately. Wait a few seconds and the title will appear.*

## Everyone Needs More Storage

Let's face it – we're all running out of room – in our homes, our cars and at work. Fortunately, we can help ... at least with the last item. You're on your own for cleaning up the garage!

The first computers that were built didn't have hard drives. It wasn't until the late 1950's when the first hard drives were built and they held a whopping 5 MB of data. Today, storage capacity of hard drives reaches into the yottabyte range. A yottabyte is a billion quadrillion bytes, basically equivalent to a trillion gigabytes. One gigabyte is equal to a pickup truck filled with books so imagining a trillion trucks is enough to make your head spin. The average business/consumer doesn't need nearly that much storage space. Fortunately, there are many options that fall in between.

### Storage Options

For the most part, most business storage needs fall into the gigabyte range although terabyte is creeping up fast given the need for video and graphic storage. Fortunately, the market is keeping pace. There is a wealth of options for storage in the gigabyte range from flash drives to external hard drives to DVD rewritable drives. **Ask yourself three questions:** 1) how much space will I need; 2) how large a device do I want; and 3) what will be stored – archive data, real-time data, etc.? With those 3 questions, you can narrow down your options and choose the best drive for your needs.

### External / Internal Hard Drives

We're all familiar with hard drives – every computer has one; they come preloaded with software and are usually between 40 and 80 GB (some come with up to 160GB).

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## WWW (Websites Worth Watching)

1. [www.yougrowgirl.com](http://www.yougrowgirl.com) – a gardening ezine with a fun approach. Includes articles, recipes, and how-to's.
2. [www.gasbuddy.com](http://www.gasbuddy.com) – Find the station with the cheapest gas prices in your area.

For most businesses, a 40 or 60 GB hard drive is adequate because most of the data is stored on the server. Occasionally though, you may need a PC with extra storage. Purchasing either an internal or external hard drive may be the answer for some. Replacing or adding an additional internal drive will increase your storage space and make saving and transferring data very simple. External drives are convenient if you ever need to move the drive to another computer. Simply unplug the drive and plug it in to another – no need to open the case. Internal and external drives range in size from 10GB to 750GB.

### **Flash Drives (a.k.a. USB drives, thumb drives, USB keys)**

Flash drives are extremely popular these days for their size, convenience, and storage space. Flash drives hold between 16MB and 4GB of data and come in a variety of styles. Most look like the picture right but some manufacturers have gotten creative and created combination flash drives that also have a penlight, pen, or laser pointer attached. Others look like stuffed animals, cartoon characters, or have company logos etched on their side. Basically, aside from the style or features, all USB drives work the same way. Insert the end in a USB slot on a PC or laptop and the USB key will show up as a new drive letter in Windows Explorer (for Win 9x PCs, drivers will need to be loaded first). You can now transfer data either from or to the flash drive.



Some come with a password protection feature for added security so that if the drive is lost or left somewhere conspicuous, the files can only be accessed via a password. Highly portable, inexpensive, and near universal acceptance makes flash drives an essential component of any computer user. Coming soon: Look for 16GB flash drives.

### **CD's / DVD's**

Writable and rewritable CD's and DVD's have been around for quite awhile now and are still very useful in the workplace as well as at home. CD-R and CD-RW media hold up to 650MB while DVD-R, DVD+R hold up to 4.7GB and double layer DVD-RW and DVD+RW media hold up to 8.5GB of data. CD's and DVD's are great for storing music and video files as well as storing archive data. Consider purchasing a thermal or inkjet CD printer which will give you the ability to print pictures directly on the media. After printing, the CD is waterproof, scratchproof and will make discs easily identifiable. Create a more professional look for your business by putting your logo or photographs on the CD – great for handing out promotional or presentational data to clients.

### **NAS (Network Attached Storage)**

Another option for businesses is setting up a NAS configuration. The NAS server works in conjunction with the other servers on the network except that the NAS device only stores data, it does not process data. The advantage of NAS is that multiple hard disks and NAS servers can be added as the need arises. Typically, a NAS configuration includes a RAID array where data is saved to multiple drives so that if a hard drive fails, the other drives will continue to make the data available for the networks thereby eliminating downtime. NAS drives have a wide range of storage capacity from 150GB to 500GB to drives in the Terabyte range (1 TB = 1,024 GB). NAS devices are hard-to-beat for their low cost, high data availability, and easy administration.

### **SAN (Storage Area Network)**

A SAN is a grouping of servers connected to a centralized private storage network via Fibre Channel or iSCSI. A SAN like a NAS serves as a data repository. What makes it different from a NAS is that it removes the storage bandwidth from the LAN traffic. More hardware is required with a SAN than a NAS but it is a much more efficient and scalable system. Contact us for more information on how a SAN or NAS can benefit your business!