Dan Foote
Owner/President

"As a business owner, I know 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!"

What's Inside:

How could we be of help to you?
CALL DanTech Services:
907-885-6518

Upgrading To Windows 10? Avoid Headaches, Downtime And Frustrations By Following This Advice

For the past few months, we've been swamped with questions about Windows 10.

If you're wondering whether now is the best time to upgrade your system, here's what you need to know:

First and foremost, if your organization relies on your computers in any way to make money or save lives, consider the risks carefully.

As with any software upgrade – but especially your computer's operating system – you've got to weigh the advantages of upgrading now against potential downtime if there are problems with the new code.

A good rule of thumb regarding any operating-system upgrade is to wait six months after the product release before deploying it into any system or group of systems that your business depends on.

Since January 29 marks six months since the Windows 10 official release date, it's a good time to look at whether it's wiser to upgrade now or wait for further fixes and improvements.

That being said, here are a few of the key questions we've been fielding – and pitfalls to avoid:

Q. It's free for a "limited time" – don't I have to act now?

A. No. You have until July 2016 to take advantage of the free upgrade. And, if your system hasn't prompted you to upgrade yet, you'll need to wait. If and when your system is deemed capable of adapting to the upgrade, your current Windows OS will notify you. Either way, you have until July 28, 2016. If you do plan to upgrade, we strongly advise that you get it done well before that date, in order to avoid any last-minute scrambling.

Q. It's better and/or faster, right?

A. Maybe… It depends. Here's what we're seeing:
· Windows 10 radically changes how your system operates, compared to Windows 7. While some computers make the change with no problem at all, it can cause older systems to lose key hardware drivers (like networking or printing), rendering them an "instant brick."

Business Briefings:

Your Vacation

Resolved to see more of the world this year? Here are three surprisingly great places to visit, according to travel-guide publisher Lonely Planet: 1) For cutting-edge art scenes, emerging nightlife, great skiing and rich wildlife-watching, including bison, wolves, lynx and bears, Transylvania tops the list. 2) Celebrating 50 years of independence in 2016, Botswana features luxury camps, self-guided tours, community projects and award-winning family safaris. 3) For postcard-worthy views of the stunning Sapphire Bay, as well as charming alleyways, tasty food and its still-traditional way of life, Kotor, Montenegro, deserves a top spot on your short list. This year, get off the beaten path for a vacation that can't be beat! *Today.com*

Your Waistline

Make 2016 the year you can wear those favorite old pants again with these three tips... Drink more water: By far the easiest, yet most forgotten way, to lose weight, swap soda and fruit drinks for water and watch belly fat vanish. Get sound sleep: Science confirms that old saying "Early to bed..." Your deepest and most cleansing sleep happens when you get to bed earlier in the evening. Countless studies bear out the link between a good night's rest and less belly fat. Train harder in less time: In High Intensity Interval Training you go hard for about 30 to 60 seconds, then rest. Just 20 minutes of HIIT training boosts your metabolism all day long. *Bembu.com*

Your In-box

Got e-mail overwhelm? Get more done in your day with these three tips used by top pros:
1) Empty your in-box often. Use "Follow Up" and "Hold" labels in Gmail (folders if you're in Outlook) to quickly sort e-mails you can't respond to right away. **2)** Use the Two-Minute Rule: if it will take more than two minutes to respond to, sort it for later.
3) Respond quickly. This sets you apart in a world where most people are drowning in e-mail. Often, a quick reply such as "Got your note, will get back to you by end of day Tuesday" is all you need. Pair this with time blocks for knocking out batches of replies for massive productivity.
LifeHackerBook.com

5 Biggest Mistakes That All Leaders Make

By Geoff Smart

Although everyone agrees that hiring is tough, most managers struggle with an even more prevalent leadership mistake. It's an affliction as prevalent as the common cold, and one of the least recognized in the workplace today.

Over the last 20 years at ghSMART, we have been able to empirically observe where executives excel and where they get in their own way. We have conducted five-hour interviews with more than 15,000 leaders across every major industry, producing more than 9 million data points. So, what is the No. 1 most common mistake that holds leaders back?

The complete inability to remove underperformers.

And why do we all struggle with this? Here are the top five reasons that we see:

1. You are an eternal optimist. You somehow believe that you will fix poor Mark in Finance or Emma in Marketing. Or, even better, perhaps they will magically fix themselves.

2. You don't want to rock the boat. You believe in accepting the cards that you are dealt. You have been taught to make do. As kids learn at daycare today, "You get what you get and you don't get upset."

3. You dislike conflict. Difficult conversations are difficult. So it is easier to suffer through it even if your whole team can now get less done.

4. You will look bad. You may have hired or promoted them into the role. You don't want to just pass the buck.

5. You excel at procrastinating. Why do today what can safely be put off for another day? Besides, who knows? He or she might resign, and that would make it easier for everyone.

You may suffer from just one, or more likely a combination, of these reasons.

And yet our research found that executives who excelled at removing underperformers from their teams are more than twice as likely to have had a successful career than all other senior leaders.

Yes, that's right: twice as likely. The best leaders we meet tell us that it makes all the difference.

Panos Anastassiadis is one who does it very well. He was the CEO of Cyveilance, which grew over 1500% in five years. His secret? "I have simply been constantly averaging up who is on the team." Yet how do you do that and still do right by the individual in question? You can set them clear goals and craft the role to play to their strengths. But when it clearly isn't working, it's time to take action. Run a fair, objective talent management process, tell them that their performance isn't where it needs to be and give them 30, 60 or 90 days to turn their situation around.

If that doesn't work, it's time to have that tough conversation that deep down you know you should have had six, 12 or maybe 24 months ago.

Once done, yet only then, can you hire that A player you really need.

Geoff is Chairman & Founder of ghSMART. Geoff is co-author, with his colleague Randy Street, of the New York Times bestselling book Who: The A Method for Hiring and the author of the #1 Wall Street Journal bestseller Leadocracy: Hiring More Great Leaders (Like You) into Government. Geoff co-created the Topgrading brand of talent management. Geoff is the Founder of two 501c3 not-for-profit organizations. SMARTKids Leadership Program™ provides 10 years of leadership tutoring and The Leaders Initiative™ seeks to deploy society's greatest leaders into government. Geoff earned a B.A. in Economics with Honors from Northwestern University, an M.A., and a Ph.D. in Psychology from Claremont Graduate University.

Shiny New Gadget Of The Month:

"Who Else Wants A Little Music With Their Light?"

The next time you replace a light-bulb, you can now pick one that will stream your favorite music and light up your life in your choice of over 16,000 colors, all with a tap on your phone.

In case you haven't noticed, some LED bulbs now include a Bluetooth- or Wi-Fi-controlled speaker. And at least one, the MagicLight® Plus, available on Amazon, also lets you pick a light color to suit your mood.

At anywhere from $15 to $129 or more, these bulbs can add music – and light – throughout your home or office in a matter of minutes, at a fraction of the cost of a wired-in sound system.

How's the sound quality? It depends on the one you select. And it may not resonate like Carnegie Hall live…but hey, it's a lightbulb – what did you expect?

Replace your outdated phone system with DTS Hosted VoIP by Nextiva

- **"***Upgrading to Windows10?" Continued from page 1***

· Some systems, even those certified by their manufacturers as "Windows 10 ready," start misbehaving after being upgraded. That means undue downtime while you reinstall or upgrade MS Office or other software – or even revert to your older OS.

· Some older systems actually run slower on Windows 10 than on Windows 7 or 8.1.

Q. Will my computer work with Windows 10?

A. Age is probably the biggest factor for any Windows-based device. Anything older than three years is not worth upgrading. At three years old, your machine is nearing the end of its useful life. You are better off leaving the old operating system in place and waiting for Windows 10 until you upgrade to a new computer.

Q. I've heard Windows 10 transmits all of your personal information to Microsoft. Is this true?

A. This is true, unless you opt out of some of the most attractive features, such as the MS Store and Cortana, the voice-controlled virtual assistant. According to Windows 10 terms of service, Microsoft can:

"access, disclose and preserve personal data, including your content (such as the content of your emails, other private communications or files in private folders), when we have a good faith belief that doing so is necessary to protect our customers or enforce the terms governing the use of the services."

If you decide that giving that kind of control of your personal and business data to Microsoft is not in your best interest, you can still install Windows 10; just call us and we'll help you adjust the settings to keep all your information from being sent to Microsoft.

Q. We use some custom software here. Will it run on Windows 10?

A. Until your custom software vendor blesses Windows 10 for that program, the answer is no. In all cases, we advise against upgrading to Windows 10 until your custom programs are 100% fully vetted, compatible and supported for it.

Deciding when to upgrade to Windows 10 isn't as simple as Microsoft and some pundits would have you believe. But if you know the pitfalls we've laid out for you here in advance, you've at least got a fighting chance for a smooth, headache-free transition.

Want help setting a target date and plan for your business to upgrade to Windows 10?

Call us at 907-885-6518 or e-mail us at info@dantechservices.com to schedule a free Windows 10 Readiness Assessment.

Under Attack Book has a release date of January 14th!

Get It On Amazon January 14th!

Dan Foote, President of DanTech Services, Inc. has teamed with 26 leading cyber security experts from around the world to release the new book, "Under Attack: How To Protect Your Business and Your Bank Account From Fast-Growing, Ultra-Motivated and Highly Dangerous Cybercrime Rings" by CelebrityPress.

Daniel Foote has over 15 years of experience in the IT industry. From being the sole support for a small business network to managing a support desk that delivered services to thousands of customers through all methods of data delivery, Dan has a wealth of experience on many platforms. Currently, he's the president of DanTech Services, Inc. an IT Managed Service Provider based in Anchorage, Alaska.

Dan is a featured presenter for the Anchorage Small Business Development Center (SBDC) and other venues covering topics such as cyber security, business continuity, and cloud computing options. Taking away the business owner/manager's anxiety is a major deliverable that DanTech Services provides its Customers.

A portion of the royalties earned from Under Attack will be donated to St. Jude's Children's Research Hospital, the leading children's hospital pioneering research and treatments for kids with cancer and other life-threatening disease.

Click here to read an excerpt from the book.

Why you must use the Document Inspector
(DanTech Tips & Tricks)

Millions of people use MS Office Word program every day, creating, exchanging and saving many copies while working on one project. While it is one of the most efficient word processing programs out there, we at DanTech Services would like to bring to your attention one element that will make your work more secure and safe - **the Document Inspector.**
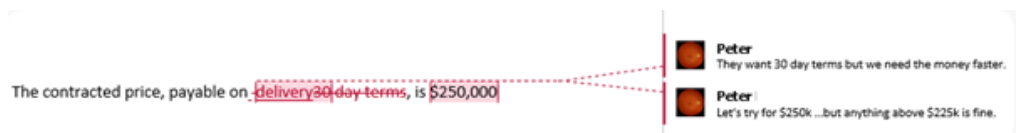
Why you must use it and why you can't completely trust it?

According to Office Watch, the **Office Document Inspector** is an important tool for anyone who shares or sends out Office documents. It helps prevent legal troubles and personal embarrassment. Office documents can have all sorts of hidden information in them; things that you might not intended to send to others. An extreme example is a negotiation.

The contracted price, payable on delivery, is $250,000

But show 'All Markup' and you can see the thinking of the other

The contracted price, payable on delivery 30 day terms, is $250,000

Peter
They want 30 day terms but we need the money faster.

Peter
Let's try for $250k ...but anything above $225k is fine.

side:

There have been many public examples of hidden document info causing trouble. Politicians sending out press statements that are revealed (from the document author and other info) to have been written by lobbyists or large donors to the candidate. So it's important to make sure that any document you send has just the core, visible document without any extra that might be unwanted or embarrassing.

Document Inspector is at File | Info. Choose **Inspect Document** and look for some hidden elements in a document. You may be surprised with results.

Inspector does a pretty good job. For example 'Invisible Content' doesn't just remove text formatted as 'Hidden' but also text that's given the same color as the background (e.g. 'White on White'). But it's not perfect. There are some hidden elements that Microsoft has continually ignored and others that the Inspector can't reasonably be expected to notice. Here are just few of them:

Images: Document Inspector's biggest 'blind spot' is images within documents. There are two hidden parts of images that the inspector doesn't check.

Highlighting: Microsoft's intention when they added highlighting was for it to truly highlight text in a final document. But in practice, highlighting is often used to note parts of the text that need another look or revision. It's a common but unofficial form of commenting within a draft document. Document Inspector doesn't have an option to check for highlighted text – and really, it should.

Other unofficial edit marks: Even though Office has comments and highlighting available, many people still use more primitive methods, like text within the document. Sometimes it could be just a series of question marks, exclamation points or 'TK' (meaning 'To Come'). For these, you need to do your own document searches.

To read the full article please click here and for more very useful tips please go to http://new.office-watch.com/category/office-watch/