

# Technology Update

J. Carlton Collins



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## Technology Steam Rolls Along

Revenue per employee is 5 to 50 times higher per employee today than 30 years ago

Woolworths, JC Penny's, Sears, Wal-Mart

Stage Coaches, Train Industry, Typewriters, Retail Strip Malls, Digital Cameras

Out-sourcing, In-sourcing

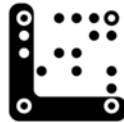
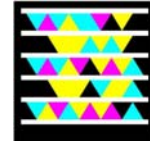
Keep up or get left behind???



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## Microsoft Tags/QR Codes

1. Works like a bar code using free Smartphone tag scanning app
2. Demo - Make your own Tag(s) for free ([tag.microsoft.com](http://tag.microsoft.com))
3. Links to your web site, text, phone number, vCard, or app download
4. Option allows you to set tags to expire
5. Make custom tags from any design
6. You can later edit a Tag, but not a QR code
7. Reports show you tag traffic
8. See a tag in action
9. [Tag success stories](#)
10. JagTags work via text message therefore a smart phone is not required...



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## Solid State Drives (SSD)

1. No Moving Parts, Much Faster, Less Susceptible to Damage
2. No spin up time – so almost immediate results
3. Uses far less energy
4. Fragmenting not an issue
5. 10 times more expensive (\$1-\$2 /GB vs \$10-\$20/GB)
6. HDD 5600, 7200, 10,000, 15,000 RPM
7. Performance degrades over time.
8. Limited life span???

(Only 2 Million hours)

9. [SSD Video](#)
9. Hybrid drives

SAMSUNG 840 Pro Series MZ-7PD128BW 2.5" 128GB SATA III MLC Internal Solid State Drive

• 2.5"  
• 128GB  
• SATA III

Compare

Save: 29%

**\$142<sup>99</sup>**

SanDisk Extreme SDSSDX-480G-G25 2.5" 480GB SATA III Internal Solid State Drive (SSD)

• 2.5"  
• 480GB  
• SATA III

Compare

from **\$369<sup>99</sup>**

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## Square, Sage Credit Card Reader

\$20 device that plugs into any computer, tablet, or smartphone audio jack) in order to accept credit card payments on the go.

3,500 Girl Scout troops in Ohio used Sage credit card readers (connected to the scout's smartphones) to accept electronic payments, boosting sales of Girl Scout cookies by 30% because the scouts were able to take orders and accept payments from cashless customers who were only able to pay using their credit card.

### [Video](#)

(Cost versus transaction fee and percentage fee should be considered)



*Sage's Credit Card Reader*

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## [Samsung's Transparent Smart Window](#)



Example Uses - <http://www.tubechop.com/watch/732846>

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## Smart Mirror

<http://www.wimp.com/screentechnology/>

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## Neat Effect with Rear Mounted Camera



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## Saw Stop

60,000 table saw accidents a year, 10 fingers a day  
<http://www.wimp.com/amazingtechnology/>



Chain saw - <http://www.youtube.com/watch?v=Ah-FmYnaIWw&feature=fvwp>

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## NFC – Near Field Communication

6 Inch Range

<http://www.tubechop.com/watch/732835>

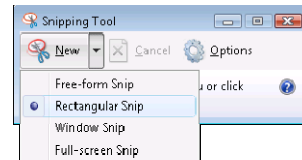


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## Snipping Tool



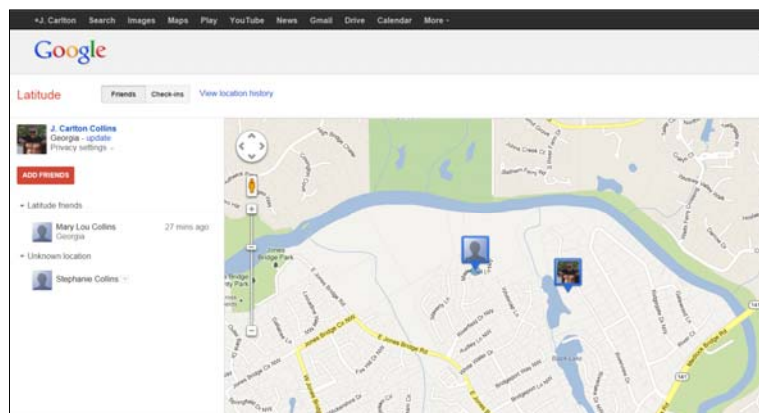
- **Start Button, Program Files, Accessories**
- **Higher resolution than Print Screen**
- **Save to Different Formats**
- **Highlighter, Eraser**
- **Add to your Quick Launch Tool Bar**
- **PrintScreen (resolution not as high)**
- **Shift + PrintScreen (to capture active window/box only)**



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## Google Latitude

- **Track a person via their smartphone**



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**DUALING  
TIPS:**

## Buying Online

**Pricegrabber**

**Quantity in  
Stock Status?  
Avoid Drop Shippers**



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## Eye Writer



Example Video - [https://www.youtube.com/watch?v=AztH\\_YVQN-k](https://www.youtube.com/watch?v=AztH_YVQN-k)

Free downloadable software  
<http://www.tubechop.com/watch/732902>

**DUALING  
TIPS:**

# Outlook

**Signature Block  
with Disclosure  
Statement**

**Set up Rules  
to Block Mail  
with Specific  
Words (Unsubscribe)**



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**Make Sure Your E-Mail has Default Signature Block**  
To Save Time  
Complete Contact Info:  
So I know your last name  
So I can call you  
So I can refer you  
So I know your Time Zone  
Include Legal Notice  
Include Logo

Sincerely,  
*J. Carlton Collins*  
J. Carlton Collins  
ASA Research  
Atlanta, Georgia  
770.734.0950  
Carlton@ASAResearch.com

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## Ted Talks Ideas worth spreading

Drawing Lesson - <http://www.tubechop.com/watch/733384>

Best Thing - <http://www.tubechop.com/watch/733396>

How big is the internet -  
[http://www.ted.com/talks/andrew\\_blum\\_what\\_is\\_the\\_internet\\_really.html](http://www.ted.com/talks/andrew_blum_what_is_the_internet_really.html)

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## Gestures

I think questions are sometimes more interesting than answers  
Ancient beings may not have pondered the edge of the Universe  
The question is 95% of the problem, the answer is only 5%  
In this video, asks questions about using gestures "Why can't we do the following?"

Control TV - <https://www.youtube.com/watch?v=lt60r3AwwV8>

Wii Bowling - <https://www.youtube.com/watch?v=zwXX27U6WnI>

Example of Gestures with a Smart Window:

Minority Report - <http://www.tubechop.com/watch/734400>

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## Nano Robots



Wikipedia - [http://en.wikipedia.org/wiki/Nano\\_robots](http://en.wikipedia.org/wiki/Nano_robots)

Article - <http://www.wifinotes.com/nanotechnology/what-is-nanorobotics.html>

USA has invested 3.7 billion dollars; European Union 1.2 billion; Japan 750 million  
General Electric, Hewlett-Packard and Northrop Grumman, Marriott

### Example Applications:

#### Sea Swarm - Oil Clean up

Medicines – To inject in bloodstream, attach to viruses, eradicate cancer, diabetes

Auto Industry – To adjust paint spray

Lawn care – Cuts off blade of grass

Socks – To remove foot odor (Washed into water supply, threatens bacteria)

Sunglasses – Scratch resistant surfaces

25 Minute Ted Talk - <http://www.wimp.com/nanotechnologyworld/>

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## YouTube

More content than CBS, NBC & ABC every 60 days

Upload Demo

Editing Tools

Embed Code Demo

Lila Ann Rose - [https://www.youtube.com/watch?v=nwn6\\_qtQMn8](https://www.youtube.com/watch?v=nwn6_qtQMn8)

Maisy & Lennon, Butter - [https://www.youtube.com/watch?v=7\\_aJHJdCHAO](https://www.youtube.com/watch?v=7_aJHJdCHAO)

Maisy & Lennon Headlock - [https://www.youtube.com/watch?v=uxdUuk\\_l2Lk](https://www.youtube.com/watch?v=uxdUuk_l2Lk)

Rachel Price - <http://www.youtube.com/watch?v=sAIVIOvsMuM>

Maisy & Lennon, Nashville.....



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## Example YouTube Clips

- RFIDS - <https://www.youtube.com/watch?v=xNhL39uD7I>
- RFID Forklift - <http://www.tubechop.com/watch/734446>
- ATM Scam - [https://www.youtube.com/watch?v=m3qK46L2b\\_c](https://www.youtube.com/watch?v=m3qK46L2b_c)
- Installing Electrical Wiring - <http://www.tubechop.com/watch/734456>
- Installing Bee Hive - <http://www.tubechop.com/watch/734467>
- Learn the Guitar - [http://www.youtube.com/watch?v=6Obf278F\\_00](http://www.youtube.com/watch?v=6Obf278F_00)

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**DUALING  
TIPS:**

**YouTube**

**Uploading to  
YouTube**

**Embedding  
Clips**



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## YouTube:

More content published to YouTube in a 60 day period than the three major U.S. television networks created in the past 60 years. 490 million unique users worldwide per month, who rack up an estimated 92 billion page views each month.

YouTube is a phenomenal learning center. ***Carlton's Prediction – YouTube University will be the world's largest learning center within 5 to 10 years.***

[www.tubechop.com](http://www.tubechop.com) – Crop a portion from any YouTube video

[www.mixpod.com](http://www.mixpod.com) – Combine cropped portions of YouTube clips

[www.vixey.com](http://www.vixey.com) – Convert YouTube clips to self-running MP4s on your computer

Uploading to YouTube is Easy (quick demonstration)

Embedding Code (Bandwidth and Codecs come from YouTube web site)

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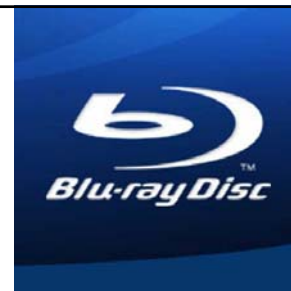
**Blu-Ray  
\$ = Varies**

**Blue Laser Beams Are 1/10<sup>th</sup>  
The Size of Red Laser Beams**

**Thus Blu-Ray Disks can  
Squeeze Ten Times the  
Information Than a Standard  
DVD**

**Which Allows for HD DVDs**

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## Tiny URL

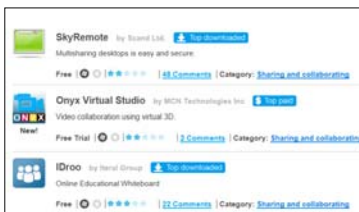
- Make a shorter URL**
- Avoid extra long URLs that might break in email**
- Hide URLs** (so the reader does not know where the content is coming from)
- Make a TinyURL Tool Bar Button**
- Bit.ly does the same thing**



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## Distance Learning

- No admission, No Credits (Certificate)
- [Harvard](#) & MIT (EdX) 150,000 from 160 countries in 2011
- [Fathom](#) (2000 Columbia & Michigan); All Learn (2003 Yale, Princeton and Stanford)
- Remote Access Tools for Remote Training
  - Skype



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## Duplexing Printers



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## Printer Prices Falling in 2009 – HP 4350

 <p>HP (Hewlett-Packar... LaserJet 435... <b>\$549.00</b> from Compu-America.com CompuBiz USA...: \$1,420.00 California Co...: \$1,499.00 Sold by 11 merchants</p> <p>Compare Now more info</p> <p>★★★★★</p>	 <p>HP (Hewlett-Packar... LaserJet 435... <b>\$489.99</b> from Nex Imaging, Inc CompuBiz USA...: \$1,295.00 Infinity-Micr...: \$1,280.00 Sold by 9 merchants</p> <p>Compare Now more info</p> <p>★★★★★</p>	 <p>HP (Hewlett-Packar... HP LaserJet ... <b>\$525.99</b> from Printer Depot Compu-America...: \$995.00 Sold by 2 merchants</p> <p>Compare Now more info</p> <p>☆☆☆☆☆</p>	 <p>HP (Hewlett-Packar... Laserjet 435... <b>\$599.00</b> from GreatPrinterDeals.com CompuBiz USA...: \$1,390.00 Infinity-Micr...: \$1,318.00 Sold by 9 merchants</p> <p>Compare Now more info</p> <p>☆☆☆☆☆</p>	 <p>HP (Hewlett-Packar... LaserJet 430... <b>\$339.00</b> from GreatPrinterDeals.com Supply Store.com: \$469.95 Nex Imaging, Inc: \$389.99 Sold by 6 merchants</p> <p>Compare Now more info</p> <p>☆☆☆☆☆</p>
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## Printer Prices Falling in 2009 – HP 9050

 <p>HP (Hewlett-Packar... LaserJet 905... <b>\$1,949.99</b> from Nex Imaging, Inc CompuBiz USA,....: \$5,388.00 Unistorage: \$5,285.85</p> <p>Sold by 14 merchants</p> <p>Compare Now more info</p> <p>☆☆☆☆☆</p>	 <p>HP (Hewlett-Packar... DesignJet 55... <b>\$9,495.00</b> from Compu-America.com pcRUSH.com: \$9,684.26 CompuBiz USA,....: \$9,680.00</p> <p>Sold by 4 merchants</p> <p>Compare Now more info</p> <p>☆☆☆☆☆</p>	 <p>HP (Hewlett-Packar... LaserJet 900... <b>\$1,199.99</b> from Nex Imaging, Inc Copperstate R...: \$1,329.00 Compu-America....: \$1,275.00</p> <p>Sold by 4 merchants</p> <p>Compare Now more info</p> <p>☆☆☆☆☆</p>
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## Printer Hook Up



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# Google Maps

- Driving Directions**
- Add Destinations**
- Ad destinations by right clicking the map**
- Rerouting by dragging the route**
- Printing Directions**
- Satellite or Map View**
- Traffic View**

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# Field Monitor Pro

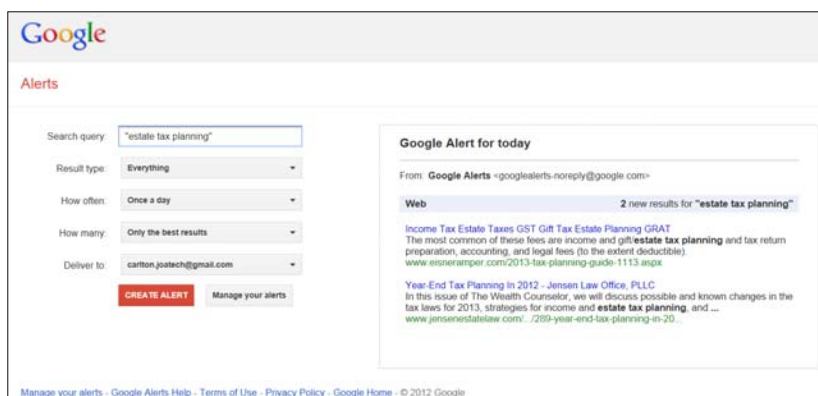
- \$275
- Uses USB Port
- Gives you 2 USB Ports
- Daisy Chain up to 7
- Number Pad



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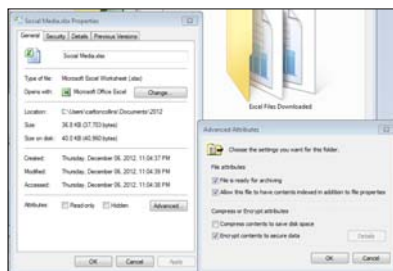
# Google Alerts



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## EFS – Encryption File System

- Takes just 5 Seconds
- In Pro versions of XP, Vista, 7 & 8
- Not in Home versions
- Encrypt a file, folder, or drive



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## Paperless

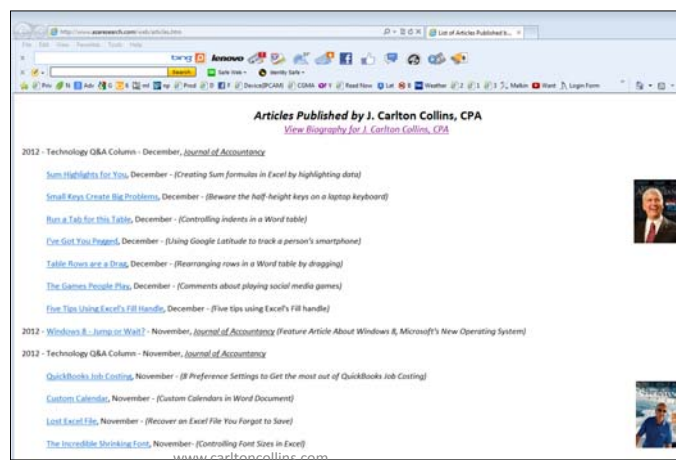
- Few CPAs have regrets
- Large Scanner versus desktop scanners
- Sheet Feeder
- OCR File naming & Keyword creation



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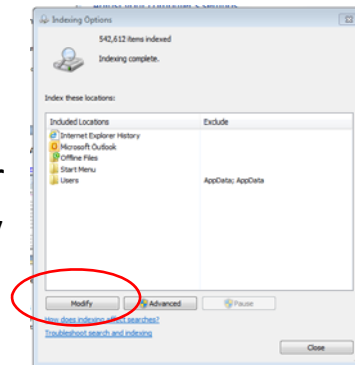
## Carlton's JofA Articles

- [www.CarltonCollins.com](http://www.CarltonCollins.com)



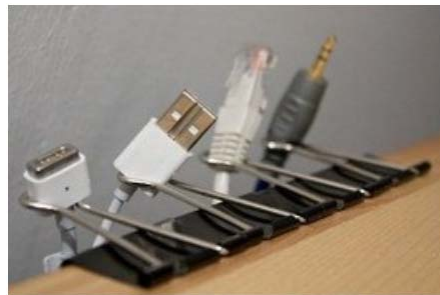
## Instant Search (Indexed Searching)

- Windows 8, 7 & Vista
- Improved in Windows 8
- Stacking Results
- Must modify through control panel to index your data folders other than My Documents



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## Organize Cables with Binders



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## Wikipedia

- Written by the world
- Reviewed by the world
- Create your own Wikipedia Page
  - [carltoncollins](#)

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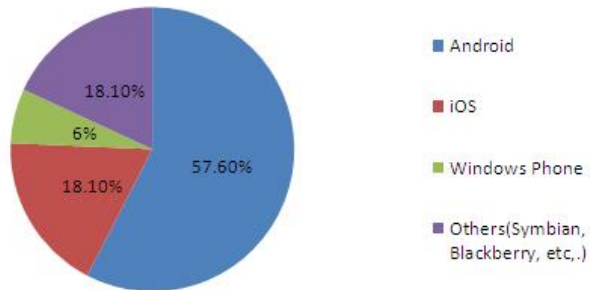
## Label Cables with Bread Clips



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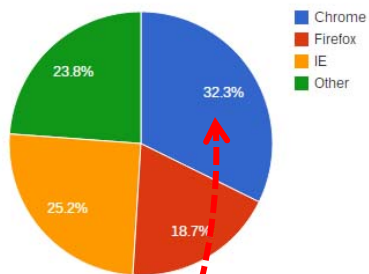
# Smartphone Market Share

Smartphone Marketshare 2012 - Digitimes Research

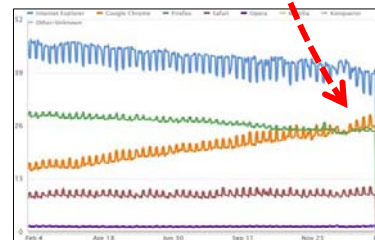


<http://www.gartner.com/press-releases/iphone-will-have-6-2-marketshare-in-2012-with-40-million-units-sold/>  
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# Browsers Wars



September 2012  
(Google has over-taken Internet Explorer)



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## SD Cards Beat USB Thumb Drives

Don't have to be removed  
Costs less  
Locking pin



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## A Few Clever Tips

Fold a T-Shirt - <https://www.youtube.com/watch?v=An0mFZ3enhM>

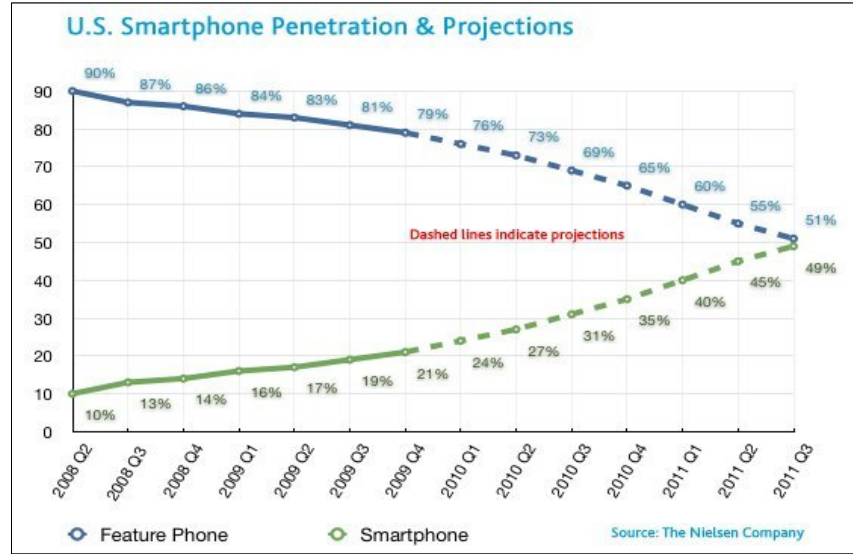
Cheap AA Batteries - <https://www.youtube.com/watch?v=nzgDffMcsUU> 24 seconds

Cheap Button Cell Batteries – A23 battery

Binders Cell Phone Stand - <http://www.tubechop.com/watch/733804>

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# Smartphones Sales



# Smartphones

Detailed Comparison of Smartphones by features:

[http://en.wikipedia.org/wiki/Comparison\\_of\\_smartphones](http://en.wikipedia.org/wiki/Comparison_of_smartphones)

## Smartphone Apps Demonstration

1. Text Message (Using Voice)
2. Navigation (Using Voice), with Turn-by-Turn Directions
3. Traffic Conditions
4. Camera, Pictures to FB or EverNote
5. Wells Fargo App
6. CVS App
7. Tag Reader
8. DropBox
9. Gas Buddy
10. Open Table
11. Maps
12. Triplt
13. YouTube
14. Google Search
15. PriceCheck
16. Drudge Report
17. Exit
18. EverNote
19. Mobile Hotspot
20. Flashlight
21. SkyMap
22. Compass
23. Decision Making Tools
24. Piano
25. E-Mail
26. Docs, Calendar, More
27. Apps Store
28. Radar Now
29. Connect Wi-Fi
30. GolfShot

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## Smartphone - Recommended Accessories

1. Recharger – Office
2. Recharger – Home
3. Recharger – Car
4. Recharger – Luggage
5. Ear Piece (Bluetooth)
6. Headphones for Office use
7. Boom Microphone
8. Speakers
9. Protective Case – Otter Box
10. Cigarette Converter
11. Docking Station
12. Dash mount
13. Motorcycle Headphones



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## Choosing A Smartphone

### 1. Start with best provider in Your Locality.

- Verizon Wireless (111.3 million)<sup>[1]</sup>
- AT&T Mobility (105.2 million)<sup>[2]</sup>
- Sprint Nextel (56 million)<sup>[3]</sup>
- T-Mobile USA (33.168 million)<sup>[4]</sup>
- TracFone Wireless (21.3 million)<sup>[5]</sup>
- MetroPCS (9.3 million)<sup>[6]</sup>
- Cricket Wireless (5.9 million)<sup>[7]</sup>
- U.S. Cellular (5.8 million)<sup>[8]</sup>

### 2. Chose a 4G option

**Usually \$0 to \$200 with contract.**

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## Tablets

### 1. 2001 - Microsoft introduced first tablet

**Laptop with touchscreen**

**Still had to boot up**

### 2. Jan 2010 – Apple iPad

**Basically a big iPhone, without the phone**

**Easier to read**

**No monthly subscriptions cost \***

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# Tablets

<http://www.tabletpccomparison.net/>

## Brands

- Acer (10)
- Amazon (4)
- Apple (5)
- Asus (11)
- Barnes&Noble (4)
- Coby Kyros (11)
- Lenovo (10)
- Samsung (13)
- Toshiba (6)

Tablet PC	US\$	OS	Display
Lenovo IdeaTab S2110	514.31	Android 4.0	10.1
Asus Vivo Tab RT	519.99	Win8 RT	10.1
Motorola Droid XYboard	530.00	Android 3.2	10.1
Acer Iconia Tab W500	549.00	Win7 Home	10.1
MSI WindPad 110W	557.97	Win7 Home	10.0
Samsung Galaxy Tab 8.9	569.99	Android 3.1	8.9
Asus Eee Pad Slider	599.99	Android 3.1	10.1
Acer Iconia W510	599.99	Win8	10.1
Samsung Ativ Smart PC	649.99	Win8	11.6
Toshiba Excite 13	650.00	Android 4.0	13.3
Fujitsu Stylistic Q350	729.00	Win7 Pro	10.1
Acer Iconia W700	775.14	Win8	11.6
HP Slate 500	899.00	Win7 Pro	8.9
Netbook Navigator NAV 9	1174.00	Win7 Home	8.9
Samsung Ativ Smart PC Pro	1199.99	Win8	11.6
Asus Eee Slate EP121	1299.99	Win7 Home	12.0
Samsung Series 7	1599.99	Win7	11.6

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# Tablet Demonstration

1. Safari Browser
2. Keyboard
3. Camera
4. Pictures (pinch, tap)
5. Photobooth
6. Video
7. Notebook
8. Maps (Peek behind)
9. YouTube
10. GoToMyPC
11. iBooks
12. Skype
13. Angry Birds
14. Fruit Ninja
15. Apps

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**DUALING  
TIPS:**

**Google or Bing**

**Zip Code Plus  
Movies**

**Zip Code Plus  
Sushi**



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**Silence your Phone with Old Plug**

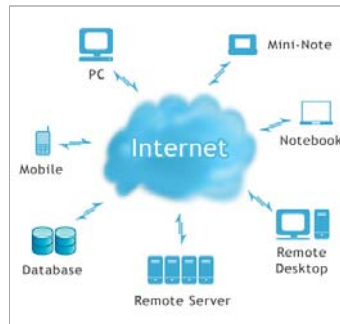


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## Cloud Computing

*What is Cloud Computing?...Why is it Better?...Why do we need it?*

**Cloud Computing** – The concept of cloud computing is not new; it dates back to the nineteen-seventies when timesharing systems allowed dumb computer terminals to connect to, and rent time from, remote mainframe systems. Since that time, this concept has been referred to by many names such as “Timesharing systems”, “Remote Job Entry”, “Network Computing”, “Web-Based Solutions”, “Software as a Service (SAAS)”, and most recently – “Cloud Computing”.



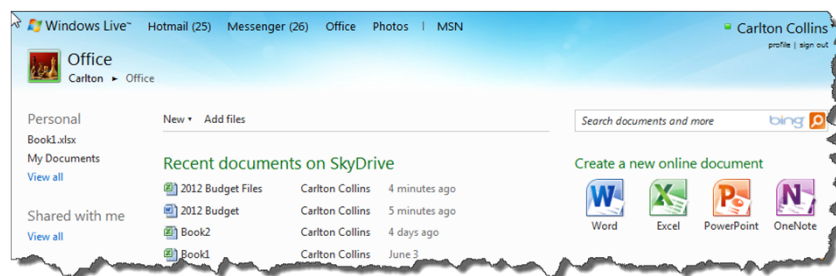
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### The Convergence of:

1. Cloud
2. Smartphones and tablets
3. Apps
4. 4G

## Windows Live/Office 365

### Cloud based Solution



**Office 365 - Free to \$20 Per Month**

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## Recharge Your Phone with Television USB Jack



[www.carltoncollins.com](http://www.carltoncollins.com)

## Wrap a Spring Around Traveling Cables



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## The Future of Reading the News

Average age of newspaper reader is 55

Newspapers subscribership is way down

[NYT Shares](#) [NYT Subscribers](#)

Newsweek was sold for \$1 dollar

Each day [AP produces thousands of news stories](#), who will filter those stories for you in the future?

[Matt Drudge](#)? One trillion hits a year...and growing.

Matt's not smart

Matt's can't write well...I've read his book.

Matt only links

[Digg](#)

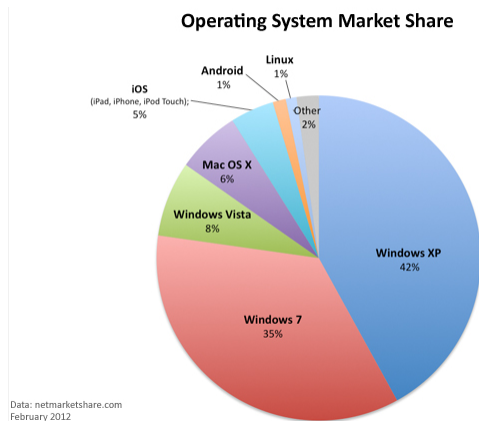
Digg relies on public filtering

I like matt's filtering much better

Huge Implications

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## Windows Operating Systems



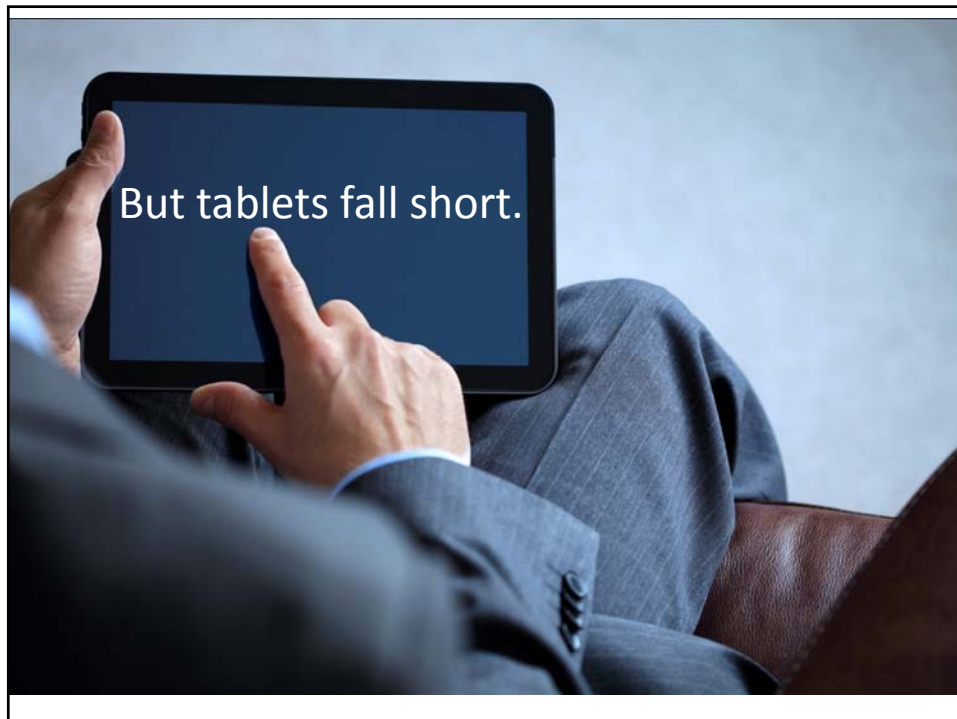
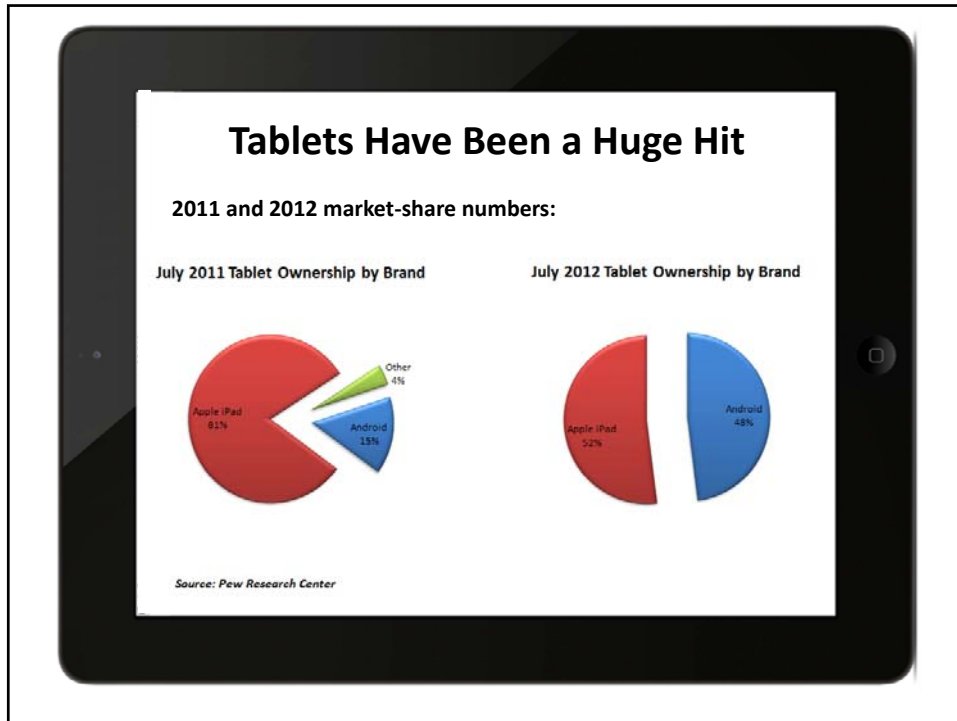
[Windows 7 is More secure](#)

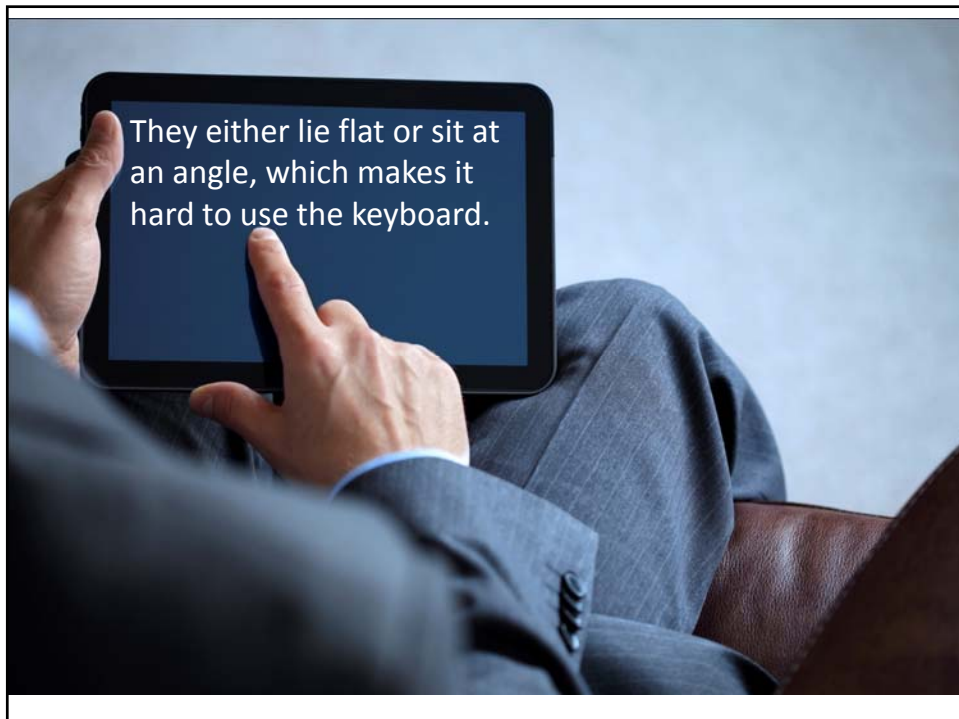
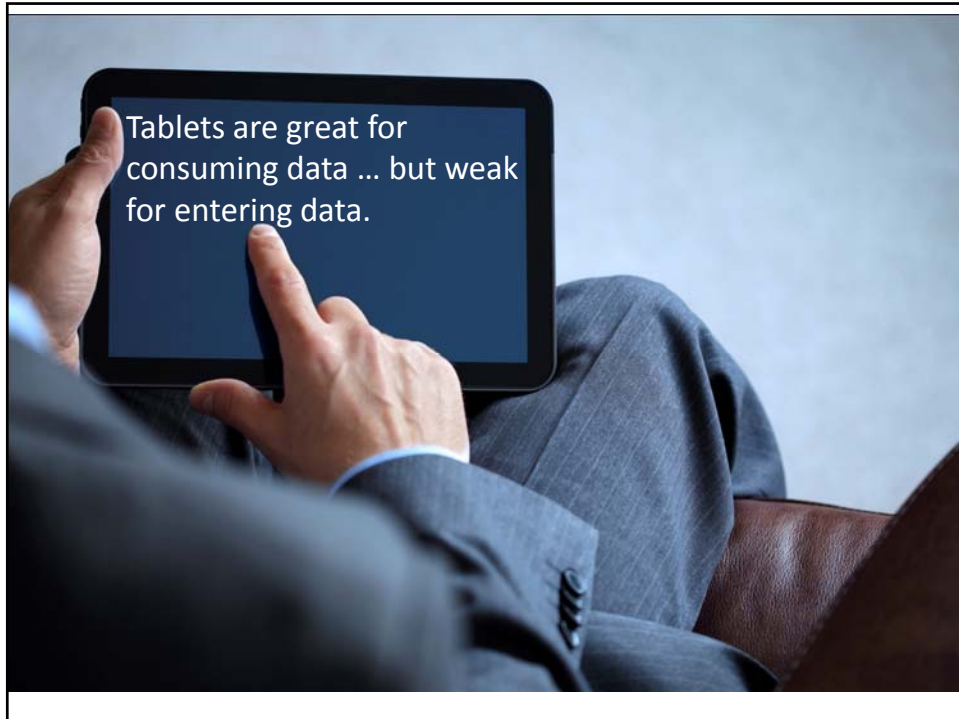
[Ram supported](#): 4GBs, 128GBs, 192GBs for XP, Vista and 7 (64 bit).

Processors Supported: 1, 64, 256 for XP, Vista and 7, respectively.

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Apple total is 11% - Computers and mobile devices







**Has Microsoft been playing chess while everyone else was playing checkers?**



**Windows 8 ushers in an improved type of computer**



















## **Touchscreen Ultrabooks**

- Touchscreen Ultrabooks (TUs) offer both touchscreen and keyboard/mouse interfaces.
- Windows 8 supports both application interfaces.
- Touchscreen Ultrabooks are thin, lightweight, fast booting, and usually larger than tablet PCs.
- Some TUs can be split, so the monitor portion can be used as a tablet.

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## Examples of Touchscreen Ultrabooks

As of November 10, 2012

					
Lenovo - Yoga IdeaPad Ultrabook 13.3"...	HP ENVY 4 Touch-Screen Ultrabook 14"...	Acer - Ultrabook 14" Touch Screen Laptop ...	Acer Aspire S7-391-9886 13.3-Inch...	Samsung - Ultrabook 13.3" Touch-Screen...	Samsung - Touch-Screen Ultrabook 13.3"...
 See All-Time Ratings	 See All-Time Ratings	 See All-Time Ratings	 See All-Time Ratings	 See All-Time Ratings	 See All-Time Ratings
As low as <b>\$999.99</b>	As low as <b>\$749.99</b>	As low as <b>\$729.99</b>	As low as <b>\$1,649.99</b>	As low as <b>\$849.99</b>	As low as <b>\$849.99</b>
					
Sony VAIO SVD112190X Standard Black 11.6"...	Toshiba Portege Z95-ST2N01 Silver 13.3"...	Asus ZENBOOK UX31A-DH51 13.3" Ultrabook ...	Toshiba Satellite U945-S4380 14" LED...	Asus ZENBOOK UX31A-DH71 13.3" Ultrabook ...	Acer Aspire S7-391-5334G1... 13.3" LED...
 See All-Time Ratings	 Fewer Than 10 Reviews	Sold by 17 Merchants	Sold by 13 Merchants	Sold by 15 Merchants	Sold by 6 Merchants
As low as <b>\$1,099.99</b>	As low as <b>\$829.99</b>	As low as <b>\$1,034.99</b>	As low as <b>\$649.99</b>	As low as <b>\$1,399.00</b>	As low as <b>\$1,329.99</b>

## Examples of Windows 8 Screens

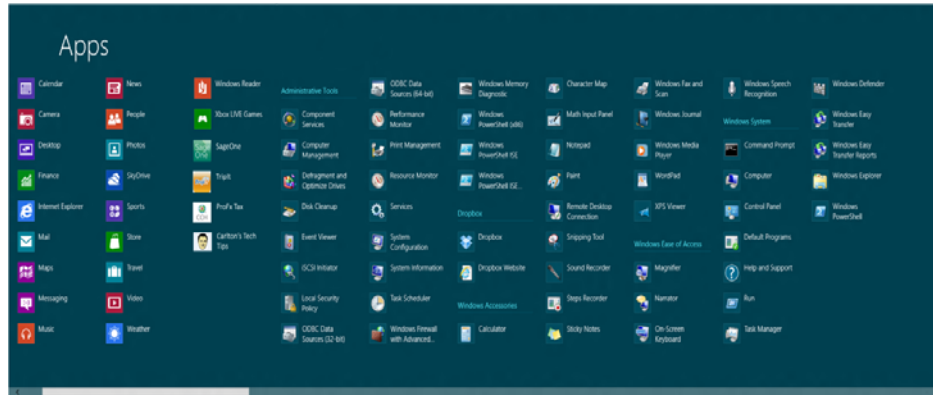


Windows 7 Style Desktop



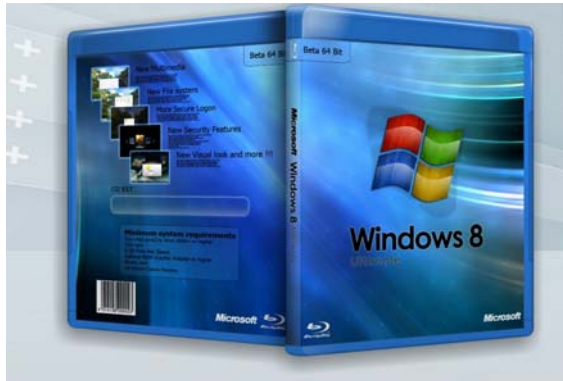
Touchscreen (Modern U/I)

## Examples of Windows 8 Screens



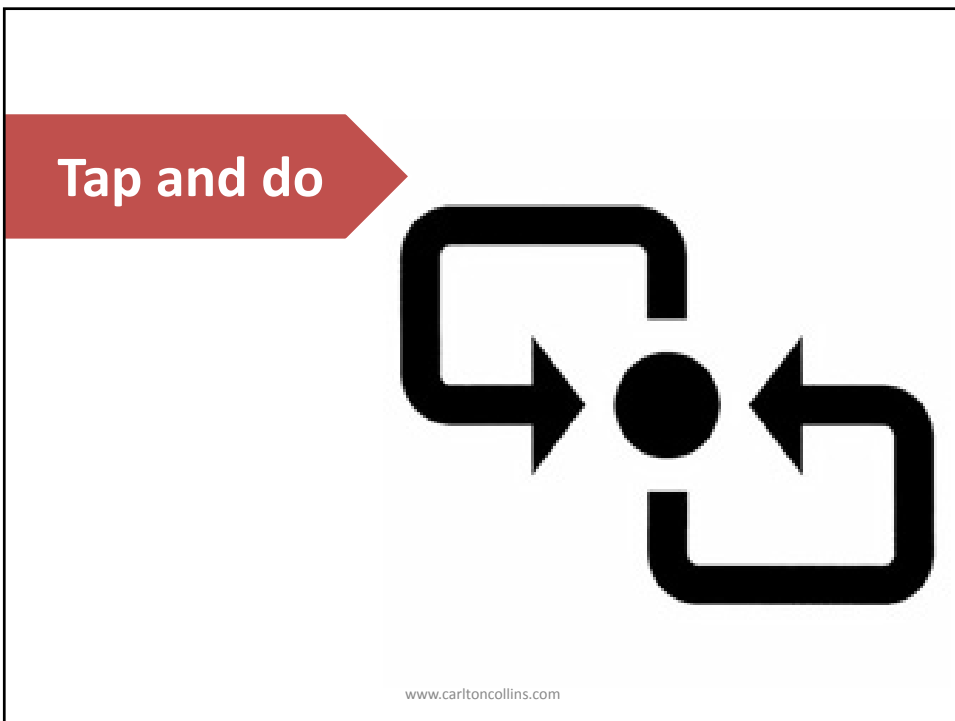
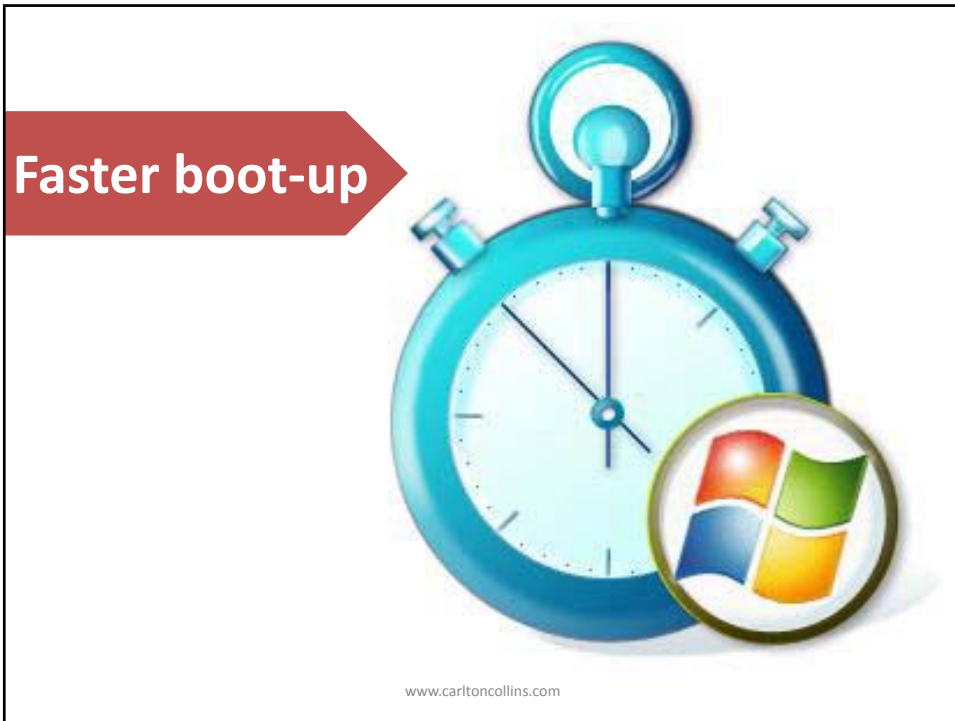
Installed Apps Screen

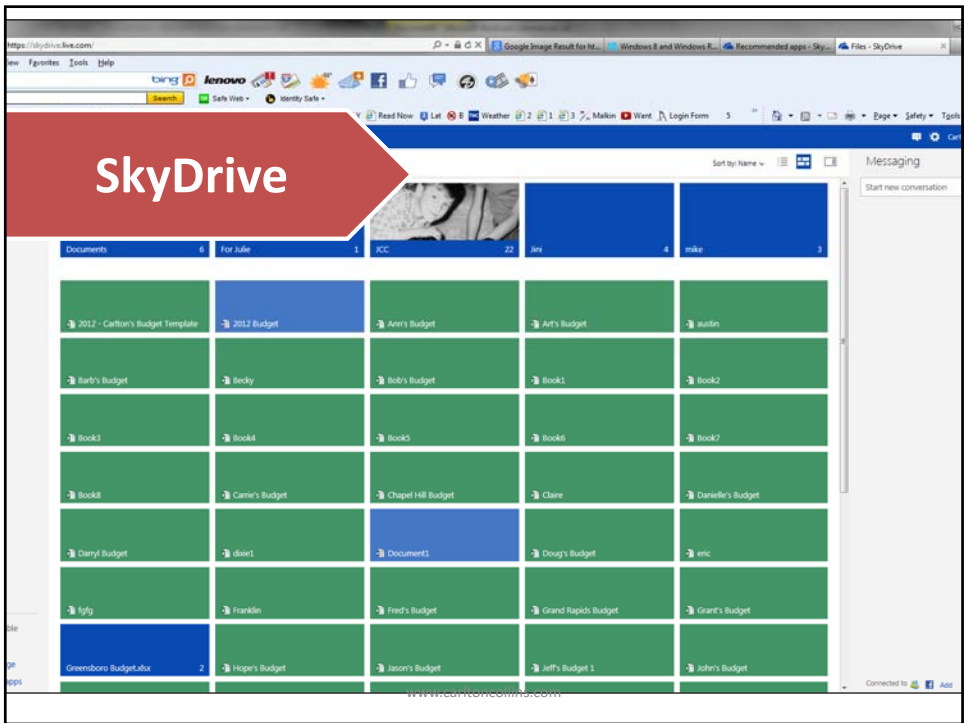
[www.carltoncollins.com](http://www.carltoncollins.com)

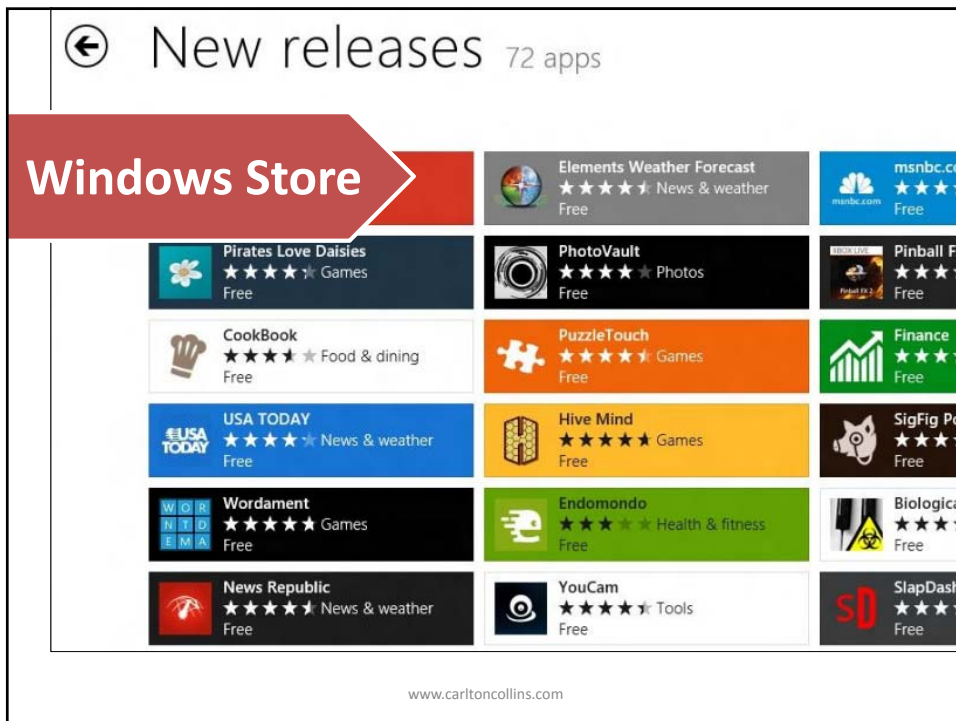


## 15 Key Windows 8 Enhancements









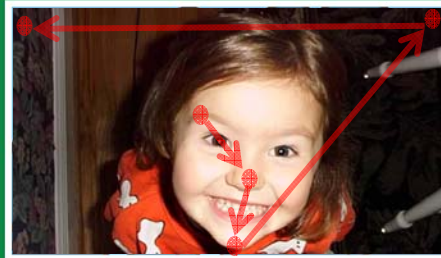
## Picture Password

### Welcome to picture password

Picture password is a new way to help you protect your touchscreen PC. You choose the picture -- and the gestures you use with it -- to create a password that's uniquely yours.

When you've chosen a picture, you "draw" directly on the touchscreen to create a combination of taps, straight lines, or circles. The size, position, and direction of your gestures become part of your picture password.

[Choose picture](#)



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#### Windows Key

Pressing the Windows key toggles between the Modern Start screen, the last-run Modern app, and the classic Windows 7 Desktop view.

#### Windows + C

Displays the Charm Bar .

#### Windows + D

Launches the classic Windows 7-style Desktop view.

#### Windows + E

Launches a Windows 7-style Explorer window.

#### Windows + F

Opens the File Search pane.

#### Windows + H

Opens the Share pane.

#### Windows + I

Opens the Settings pane (tiles, volume, brightness, power off, etc.).

#### Windows + K

Opens the Devices pane.

#### Windows + L

Locks your computer or device.

#### Windows + P

Displays Windows 8 on a second screen (when available).

#### Windows + Q

Opens the global search utility.

#### Windows + R

Displays the Run box.

#### Windows + U

Displays the Ease of Use utilities (Narrator, Magnifier, and more).

#### Windows + W

Instantly searches for settings.

#### Windows + X

Displays the Power Users menu.

#### Windows + Z

Displays the App Bar in the Modern view.

#### Windows + 1, Windows + 2, and Windows + 3

Opens the first, second, and third (and so on) open apps in the classic Windows Desktop, respectively.

#### Windows + F1

Displays Windows Help and Support.


## Windows 8 Shortcuts



## Office 365 & Office 2013

- In 2010 Office moved to the cloud with Office 365.
- A free limited version of Office 365 is available at WindowsLive.com.
- The next time you buy Microsoft Office, you will have a decision to make – rent or buy?

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Office 365

FREE TRIAL
[Send Feedback](#) | [United States \(English\)](#) | [All Microsoft Sites](#) | [Sign In](#)

Home | What is Office 365 | **Plans & pricing** | Customer stories | Events | Support

Plans & pricing [Chat now](#)

Let our simple [Plan Advisor Tool](#) help you choose the right plan.

HOSTED EMAIL <small>(Exchange Online)</small>	SMALL BUSINESS <small>(Plan P1)</small>	MIDSIZE BUSINESS & ENTERPRISE <small>(Plan E1)</small>	MIDSIZE BUSINESS & ENTERPRISE <small>(Plan E3)</small>
<div style="font-size: 2em; font-weight: bold; color: white;">\$4</div> <div style="font-size: 0.8em; color: white;">per user/month</div>	<div style="font-size: 2em; font-weight: bold; color: white;">\$6</div> <div style="font-size: 0.8em; color: white;">per user/month</div>	<div style="font-size: 2em; font-weight: bold; color: white;">\$8</div> <div style="font-size: 0.8em; color: white;">per user/month</div>	<div style="font-size: 2em; font-weight: bold; color: white;">\$20</div> <div style="font-size: 0.8em; color: white;">per user/month</div>
<a href="#" style="background-color: green; color: white; padding: 5px 10px;">BUY NOW</a>	<a href="#" style="background-color: green; color: white; padding: 5px 10px;">BUY NOW</a> <small>free trial</small>	<a href="#" style="background-color: green; color: white; padding: 5px 10px;">BUY NOW</a>	<a href="#" style="background-color: green; color: white; padding: 5px 10px;">BUY NOW</a> <small>free trial</small>
<small>User maximum: 50,000+</small>	<small>User maximum: 50</small>	<small>User maximum: 50,000+</small>	<small>User maximum: 50,000+</small>
<ul style="list-style-type: none"> <li>• Complete integration with Outlook* and web access to email, calendars, and contacts</li> <li>• Cloud-based email using your own domain name</li> <li>• Shared calendars</li> <li>• Configurable anti-spam filtering</li> <li>• Active Directory synchronization</li> <li>• 25GB user mailboxes and ability to send attachments up to 25 MB</li> <li>• Live 24 x 7 IT-level phone support</li> </ul>	<ul style="list-style-type: none"> <li>• Cloud-based email using your own domain name</li> <li>• Shared calendars</li> <li>• Instant messaging, PC-to-PC calling, and video conferencing</li> <li>• Web-based viewing and editing of Word, Excel, PowerPoint, and OneNote files</li> <li>• Team site for sharing files</li> <li>• Public website</li> <li>• Anti-malware and anti-spam filtering</li> <li>• Microsoft community support</li> </ul>	<p><i>Everything in Small Business, P1*, plus:</i></p> <ul style="list-style-type: none"> <li>• Active Directory synchronization</li> <li>• Configurable anti-spam filtering</li> <li>• SharePoint intranet supporting up to 300 subsites</li> <li>• Live 24 x 7 IT-level phone support</li> </ul>	<p><i>Everything in E1, plus:</i></p> <ul style="list-style-type: none"> <li>• Office Professional Plus 2010 desktop version subscription (for up to 5 devices per user)</li> <li>• Email archiving and unlimited email storage</li> <li>• Hosted voicemail support</li> </ul>

\*Please note: with E1 you can only view Word, Excel, PowerPoint, and OneNote files online. With E3 you can both edit and view these files online.

### Office 365 Pricing & Plans

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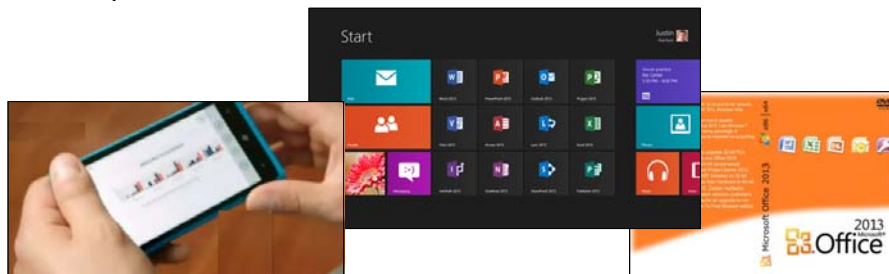
## Example of Office in the Cloud (Looks a lot like Windows 8)



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## Office 2013 (Expected to ship July 2013)

- Touchscreen ready
- Windows 8 Look & Feel with Modern Tiles
- Cloud-friendly
- Runs on Win7 & Win8, not on XP or Vista
- Buy or Rent (on premise of Office 365 model)



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**ADVICE...** I still believe that a desktop computer with multiple large monitors is my best source for getting things done. I need a well-designed workstation/chair/lighting/desk space to be most efficient

...



**ADVICE...** a Touchscreen Ultrabook may be the next best product for portability.



**ADVICE...** I will probably never buy a tablet or laptop again, instead I will probably go with the Touchscreen Ultrabook.



## Windows 8 Pricing

(Available thru January 31, 2013)

- Users of W7, XP, & Vista (purchased before 6/2/12) can upgrade to Win8 Pro for \$39.99.
- New users (who purchased Windows between 6/2/12 and 1/31/13) can upgrade for \$14.99.
- After that, the upgrade price is expected to rise to \$199.

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# Microsoft Office 2013

Shipping July 26, 2013



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# Microsoft Office 2013

1. **Look and Feel of Windows 8** - The Ribbon is still the visual metaphor found in Word, Excel, Outlook etc., once you launch the app.
2. **Subscription-based** - With this version, the company is moving to a subscription-based model wherein your Office files are tied to your Microsoft ID.
3. **Tablet Friendly** - This version is also more tablet-friendly.
4. **Outlook 2013** - Microsoft Outlook has received the **most pronounced changes**; for example, the Modern U/I interface provides a new visualization for scheduled tasks.
5. **PowerPoint 2013** - PowerPoint will include **more templates and transition effects**.
6. **PowerPoint 2013** - Microsoft includes several smaller updates such as **PDF editing** and a behind-the-scenes **Presenter View**.
7. **OneNote 2013** - OneNote includes a new splash screen.
8. **Excel 2013** - On May 16, 2011, new images of Office 15 were revealed, showing Excel with a **tool for filtering data in a timeline**, the ability to convert Roman numerals to Hindu-Arabic numerals, and the integration of advanced trigonometric functions.
9. **Word 2013** - In Word, the capability of **inserting video and audio** online as well as the broadcasting of documents on the Web were implemented.
10. In Word and PowerPoint, you'll also find a read-only mode that turns documents into full-screen editions, whose pages you can swipe through as you would an e-book or digital magazine.
11. **XML** - Microsoft has promised support for Office Open XML Strict starting with version 15, a format Microsoft has submitted to the ISO for interoperability with other office suites, and to aid adoption in the public sector.
12. **Open Document Format** - This version can read and write ODF 1.2. The Open Document Format for Office Applications (ODF), also known as OpenDocument (OD), is an XML-based file format for spreadsheets, charts, presentations and word processing documents.

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# Photoshop

1. Clone Tool – Remove Wrinkles
2. Liquefy Tool – Remove weight
3. Blur Tool – Smooth skin
4. Adjust Skin Tones – Add a tan
5. Whiten eyes and teeth – Younger look
6. Magic Selector Tool
7. Working with Layers



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## Tript Demonstration

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## TriptIt Demonstration

1. Make Avis Reservation
2. Receive Avis Reservation
3. Forward Avis Reservation (Dec 5-6)
4. View Results on Smartphone/Tablet
5. Hotel, click address, directions, map, navigate

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## Concur Breeze

Concur Breeze - Windows Internet Explorer

https://www.concursolutions.com/expense/admin/brkSetupWizard.asp

Welcome, Carlton Collins

Blog Help Contact Us My Account Log Out

Concur Breeze Setup

Watch a Video

Introduction

Tell us about your company

1) Introduction

2) Expense Types

3) Cost Tracking

4) Settings

5) Employee Reimbursement

6) Users

7) Invite Users

Subscribe Now

long term commitment

Next

100% Complete

the full setup video

is similar.

Done

Internet | Protected Mode: On

100%

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## Concur Breeze Demonstration

### 1. Computer

- Import Credit Card Data
- Add credit card data to a new exp. Report
- Shows up on smartphone

### 2. Smartphone

- Add Quick Expense
- Take picture of receipt
- Shows up on Computer

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The screenshot shows a web browser window with the following content:

**CPAs' GUIDE TO IMPROVING TRAVEL & EXPENSE MANAGEMENT**

**Report Links:**

- [Full Report \(PDF Format\)](#)
- [Report Summary \(PDF Format\)](#)
- [Sample Engagement Letter](#)
- [Sample Questionnaire](#)
- [Sample Client Recommendation Report \(PDF Format\)](#)
- [Sample Trip Itinerary](#)
- [Sample User Screens](#)
- [Concur Advisor Program](#)

**Educational Videos:**

- [Concur Breeze - Simplified Expense Reporting](#)
- [Concur Breeze for Mobile \(Android, iPhone, Blackberry\)](#)
- [Tripit Demonstration](#)
- [FlightTrack Pro - Live Tripit Flight Status Tracker](#)
- [Apple iPhone Demo](#)
- [Apple iPad2 Demo](#)

The browser address bar shows the URL <http://cpaguide.co/>. The page footer contains the text [www.carltoncollins.com](http://www.carltoncollins.com) and a zoom level of 110%.

# Wireless Technology

	802.11a	802.11b	802.11g	802.11n	802.11ac	802.11ad	WiMax (4G)
Year Adopted	1999	1999	2003	2009	Pending	Pending	2005 (802.16)
Radio Frequency	5GHz	2.4GHz	2.4GHz	2.4 or 2.5GHz	5GHz	60Hz	5.8 & 2.5 GHz (US), 3.5 (Int'l), 2.3 Korea
Band	20MHz	20MHz	20MHz	20 or 40MHz	80 or 160MHz	7GHz	700 MHz
MIMO Streams	No	No	No	Up to 4 streams	Up to 8 streams	> 10	Yes
Maximum Data Rate	54Mbps	11Mbps	54Mbps	600Mbps	1Gbps	7Gbps	45 MBs
Approximate Indoor/ Outdoor Range	115/390 feet	125/460 feet	125/460 feet	230/820 feet	90 feet/NA	<15 feet/NA	25 Miles (18.6 miles at ground level)

**Is WiMax  
Dead for  
Router  
Use?**

[Frequency Allocation Chart](#)

FCC reserves many frequencies and auctions off others

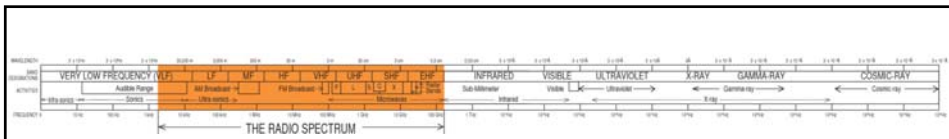
Higher frequencies provide greater bandwidth, lower frequencies provide greater range

[License-free spectrums](#) (amateur)

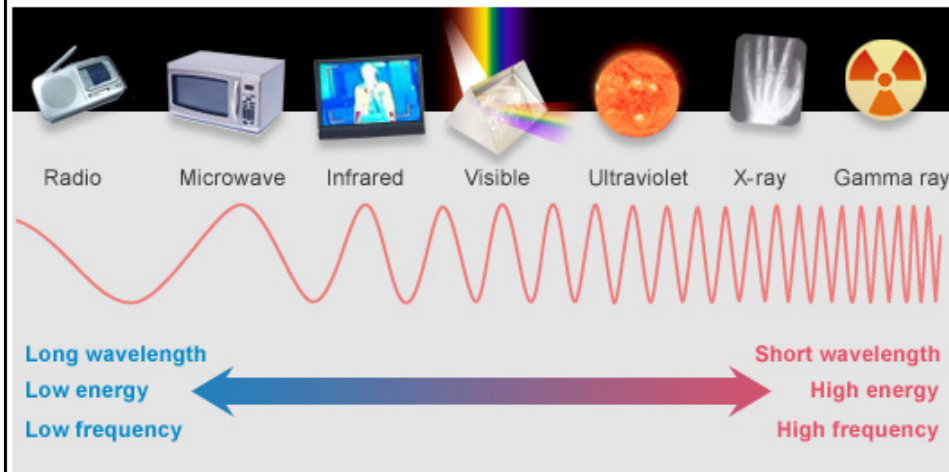
FCC restricts power output among license-fee frequencies

[More WiMax info](#)

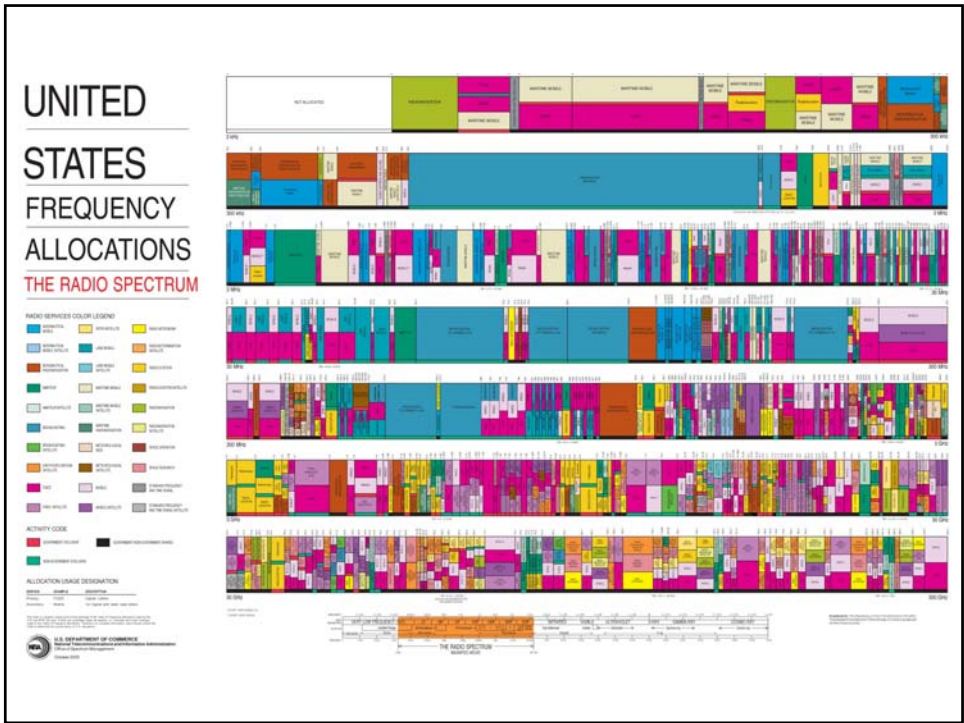
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## The electromagnetic spectrum







# MiFi

(A portable wireless router that uses cellular WiMax/LTE signals)

1. Converts Smart phone into a 5 user Wireless Router
2. Some Smartphones can do this themselves, but because battery life is big issue, MiFi is essential
3. Below are devices from Verizon, and AT&T (which now offers a touchscreen for easier management)



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Did you know they [sent a spider into space](#)?

**Summary:** Yeah, her name was Nefertiti. Neffi, to friends. She was a red-backed jumping spider. That's right, *was*. Because after surviving 100 days on the International Space Station, and returning safely to earth to retire in the National Museum of Natural History, she died this week.

**Your opinion:** There was no foul play involved. The NMNH says she died of natural causes. Her type of spider normally lasts a year—Neffi made it 10 months—but at least she traveled.

**Most surprising fact:** There are about 5,000 species of jumping spider. Neffi (RIP) was a *Phidippus johnsoni*.



Excepted to ship end of 2013



MEDICINE

Holy Spock! The *Star Trek* Medical Tricorder Is Real, And It's Only \$150

Measures these vital signs in ten seconds:

- Pulse
- Heart rate
- Electrical heart activity
- Temperature
- Heart rate variability
- Blood oxygenation

...the results are displayed automatically on an app on your smartphone



### Why cigarette butts are good for birds

Tim Barribeau

Many birds will use whatever they can get their beaks on to construct their nests – including cigarette butts. Now, new research suggests that there might be a side benefit to using discarded cigarettes for nest materials: it seems to keep the bugs out.



SCIENCE

### Genetic Proof That Nobody Is Perfect

Jamie Condliffe

It turns out, the average person has around 400 defects in their genes— including at least one or two that are associated with disease...



RESEARCH  
Scientists Revolutionize  
Pina Colada Production  
With Coconut-Flavored  
Pineapples

Through careful breeding, Australia's Department of Agriculture has managed to produce a sweet pineapple that also tastes like coconut, reducing future Pina Colada recipes to just two ingredients...

The new breed of fruit, known as the AusFestival pineapple...



**Women better than men (62% to 23% ) at picking out cheaters by the shapes of their faces...**

**...masculine jawline seems to be one key indicator...**



NEUROSCIENCE

Why do your  
grandparents keep falling  
for email scams?

A new article  
published in  
*PNAS*  
describes  
how as we  
get older, our  
ability to  
detect  
"untrustworth-  
iness"  
seems to  
decay...



CHRISTMAS

The Mathematical  
Formula For a Perfectly  
Decorated Christmas  
Tree

$$\text{Number of ornaments} = \frac{\sqrt{17}}{20} \times (\text{Tree height in cms})$$

$$\text{Length of tinsel (cms)} = \frac{13 \times \pi}{8} \times (\text{Tree height in cms})$$

$$\text{Length of lights (cms)} = \pi \times (\text{Tree height in cms})$$

$$\text{Height of the star/angel (cms)} = \frac{(\text{Tree height in cms})}{10}$$

## Researchers Can Make Bread Stay Fresh for 60 Days

 [Jamie Condliffe](#)

The secret?

A gigantic microwave.

A company, called Microzap—wait for it—Microzap, has developed a long, metallic microwave device for the purpose. The concept was originally developed to kill bacteria like salmonella, but the team put a slice of bread through the thing and noticed it didn't go stale. In fact, even after 60 days the bread "had the same mould content as it had when it came out of the oven." Nice!

### New Accounting Software Solutions Gain Traction: (Cloud Solutions)

**ZOHO Books** - Online accounting solution, \$24.95 per month, multi-currency, share and delegate workflow, dashboards, recurring invoices, thank you notes.  
<http://www.zoho.com/books/>

**Outright** – Cloud based solution that eliminates data input by grabbing revenue and expense transactions from your bank statements, credit card statements, scanned in receipts and your Paypal account. \$24.95 per month.  
<http://outright.com/>

**Xero** – Google's Xero is online accounting priced at \$19 per month, includes inventory, payroll and invoicing solutions along with fixed asset depreciation, contact management, multi-currency, dashboard reporting workflow and electronic banking. <http://www.xero.com/>

**FreshBooks** – Bevy of modules including time tracking, estimating and staff management, cloud based solution priced starting at free to \$40 per month.  
<http://www.freshbooks.com/>

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**52% of CPA Firms are now Paperless**

If we took all of the information and store it in books, we could cover the entire area of the United States or China in 13 layers of books. – Dr. Milton Hilbert.

Key paperless solutions used by CPAs include:

CCH, a Wolters Kluwer business

Concur Technologies

Doc.It

Fujitsu Computer Products of America

ShareFile

SmartVault (includes plug-in for QuickBooks)

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**Web Content Filtering:**

Set Google or Bing search preferences to “Strict”

Install SonicWall router/firewall with filtering at the router

NSA 3500 – 1Gbit Speed, Wireless, Content Filtering, \$851 and up



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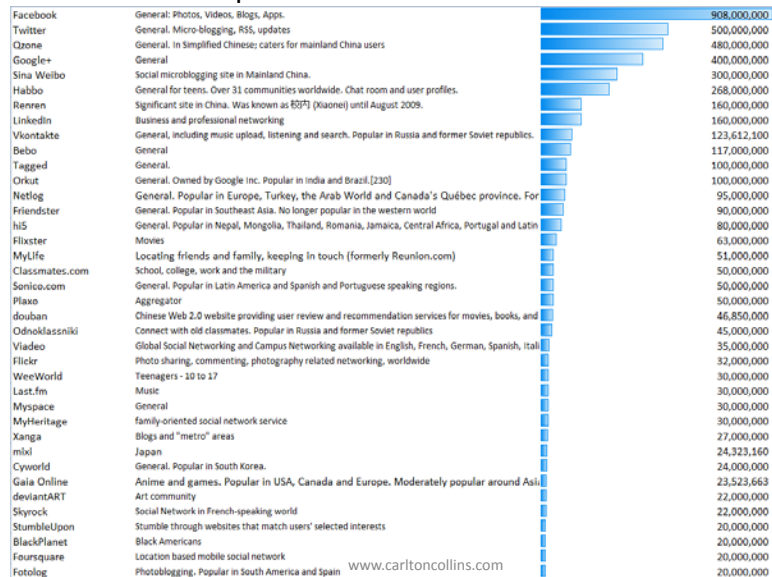
Skype

- a. Purchased by Microsoft for \$6.5 billion.
- b. Call to computer (Skype-In), call to phone (Skype-Out)
- c. Video Calls – Options Video
- d. Conference Call to up to 50 people (\$4.95 for 24 hours) (\$7.95 for a month)
- e. Auto Answer – Options, Calls
- f. Call forwarding – Options, Calls
- g. IM Setting to Only Contacts to keep out solicitations - Options
- h. Skype Access – Access over 100,000 hotspots around the world - Tools
- i. Video call Recorder – Under Extras
- j. Download many extras – File sharing, remote access, white boards, etc.
- k. Alternatives to Skype:
  - i. ooVoo
  - ii. GoToMeeting
  - iii. SightSpeed
  - iv. GoogleTalk
  - v. Gizmo project
  - vi. iChat
  - vii. VoIP Buster
  - viii. Jajah
  - ix. Amicima
  - x. ComBOTS
  - xi. OpenWengo
  - xii. Vbuzzer
  - xiii. Majic Jack
  - xiv. Vonage
  - xv. Trixbox

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## Social Network Sites:

### Top web sites with 20 million+ Users:



Why would anybody pay \$45 a year for Classmates .com?

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## Web 1.0, 2.0, 3.0

Web 1.0 - Passive, static web pages that merely allow one to retrieve information.

[Web 2.0](#) – Participation, collaborate, Information sharing, cloud computing

Web 3.0 – Introduces logic, for example, search for an airline ticket and it also finds hotels, rental cars, activities for you.

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## Over the Top Technology

[RFID Based Doggy Doors with Twitter Notification](#)

[Tooth Receiver](#) – Listen to radios, cell phones via transmitter in your tooth

[Laser keyboard](#)

[Smartphone Projector](#)

[Thin Flexible Monitors](#)

[Vein Viewer](#)

[Fish Tank Toilet](#)

[Dolphin Boat - Video](#)

[Growing Body Parts](#)

[Tandem Bike](#)

[Evian Commercial](#) – Babies Skating

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Television and the Web

- a. In the late nineties, I publically predicted that the television and the internet would merge into one, and instead of gathering around the family TV, the family would gather around the Internet screen, and the remote control would be a keyboard. This prediction is a little late in coming, but I think that I am definitely right.
- b. Xfinity
- c. Hulu
- d. Funmoviesite

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## Microsoft Surface

Microsoft Surface

Paraody

Newer Movie – Samsung SUR40

Kiosks, Visitor Centers,

Future?

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## Robotics

Honda's Asimo – [Still working the hugs out](#)  
[Reaper Drone](#)  
[Small dragonfly](#) – Insect Drones

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## E-Mail Trends

E-Mail use has declined 40%

Texting and social networks have replaced e-mail

90% of my e-mail is junk

Less than 1% of my facebook or texts are junk, I am sure that will change

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### Remote Desktop Connections

- a. GoToMyPC
- b. LogMeIn
- c. WebEx
- d. pcAnywhere
- e. Remote Desktop Connection
- f. RemotePC
- g. Citrix
- h. Terminal Services
- i. Arrav Networks

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**Technology  
is Not Perfect**

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## **Nonetheless, Having Technology beats not having Technology**

*Hammer vs Nail Gun  
Writing a letter vs Word processing  
Postal Service vs E-Mail  
Land line vs Cell phone  
Hand Crank Windows & Manual door locks vs Anti-lock brakes & Air bags  
IRS forms vs Tax Prep software  
Manual accounting system vs Computerized accounting system  
14 column ledger paper vs Electronic spreadsheet*

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**“Technology is only useful if it  
saves time, saves money or  
provides a better product”**

**- Stuart Cashin, CPA, 1986**

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# Justifying Technology

## *“Analysis Paralysis”*

*Automated Supply Chain  
Paperless Systems  
Warehouse Management*

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# Justifying Technology

*“As a whole –  
I find that the cost of technology is always justified,  
Technology always pays for itself rather quickly”*

*J. Carlton Collins, CPA*

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## **Your Web Site Securing a Domain Name**

- **GoDaddy**
- **Domain Name**
- **AccountingSoftware2010**
- **Hosting**
- **Show Checkout Screen**

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## **Building a Web Page**

- **FrontPage**
- **Login**
- **New Page, Titles, Text, Accounting Software**
- **Content**
- **Feedback Form**
- **YouTube Clip**
- **Embed YouTube Clip in Web Page**
- **Demonstrate**
- **Recording Camera Videos**
- **Search, find picture, save**
- **Crop picture**
- **Insert Picture**
- **Polygonal hotspots**

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## Submitting Your Domain Name

- Submit your URL to Google
- Algorithm for scoring high
  - Phrase in **URL** 1 Point
  - Phrase in **Title** 1 Point
  - Phrase in **Keywords** 1 Point
  - Phrase on **Home Page** 1 Point
  - Phrase on **Sub-Pages** 1 Point
  - People link to you with that phrase 1 Point
- Bing **Many Points**

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## Filtering Searches

- Filtering Google
- Employee Internet Use Contracts

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## Key Coded Door Locks



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## EPSON RULES!

**Epson Stylus NX515**  
**\$130**  
**Color printer, Scanner**  
**36 PPM**  
**5760 x 1440 optimized dpi**



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**JABRA CRUISER**  
**\$47**  
**Hands Free Speaker Phone**



**Auto-pairing makes for easy set-up**  
**14 hours talk-time and 13 days standby time**  
**Multipoint allows you to simultaneously**  
**connect to two devices**

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**CHUBBY**  
**\$179**



**A Bean Bag Computer/Alarm Clock/Photo Viewer**  
**No, I Don't Know Why**

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## NetBooks \$300 Computers



**Small, Light Weight, Cheap, Easier to Use than a  
Handheld, Browser, Not As Powerful  
Works In A Pinch, But I prefer a LapTop**

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## SKYPE TV



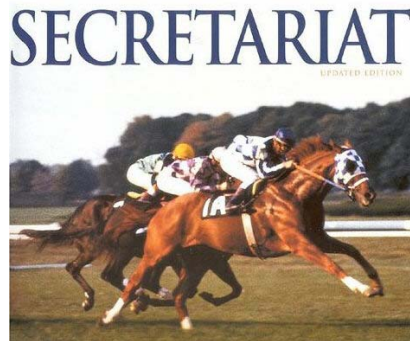
**Video Conference Via your TV**

<http://www.skype.com/intl/en-us/get-skype/on-your-tv/>

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## KEEP VID

Save YouTube Video Clips to Your Computer As  
Self Running Files



<http://www.youtube.com/watch?v=k2KfxdjivDE&NR=1>  
[www.keepvid.com](http://www.keepvid.com)

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## Oregon Scientific

\$30

Monitor power consumption, carbon emissions,  
and real-time costs for up to eight appliances



<http://www.earthtechling.com/2010/01/upcoming-oregon-scientific-devices-track-appliance-energy-usage/>  
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## Nose Gel Dispenser

What better way to do so than to squirt this extremely gross looking green nose gel out of the nostril of this nose? Simply push on the right nostril of the Nose Gel Dispenser (\$17.99) and your green gel will ooze right out.

Kids will love it, your hubby will find it hilarious and the best part is that everyone will enjoy getting clean.



<http://www.amazon.com/NOSE-Shaped-Shower-DISPENSER-Silly/dp/B002N24GPS/?tag=oddee-20>

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## LED Heat-Sensitive Shower Light

#30.84

Never jump in a cold shower again. Turn the water on and a flood of blue light shines down through the shower stream. Cool, blue and refreshing. When the water gets hot at 89 degrees F, the color changes to red, alerting you that the water is getting hot. Not only useful, it's also pretty cool!



<http://www.amazon.com/Hog-Wild-10690B-Shower-Light/dp/B001CSQ10M/?tag=oddee-20>

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## Adesso AKP-170 Keypad Mouse \$19.99

The 19 Key USB Numeric Keypad and Optical Mouse offers desktop and notebook users an instant benefit of a full-sized, external numeric keypad in a compact form. It functions as a numeric keypad and as an optical mouse it features a wide flip top transparent cover for the keypad and additional scroll wheel for easy web navigation.



[http://www.amazon.com/Adesso-19-Key-Numeric-Retractable-AKP-150/dp/B0000TW3N8/ref=sr\\_1\\_1?ie=UTF8&s=electronics&qid=1282405965&sr=8-1](http://www.amazon.com/Adesso-19-Key-Numeric-Retractable-AKP-150/dp/B0000TW3N8/ref=sr_1_1?ie=UTF8&s=electronics&qid=1282405965&sr=8-1)

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## PivotTables

The screenshot displays the Microsoft Excel interface with a PivotTable being configured. The PivotTable Field List is open on the right, showing a list of fields to be added to the report. The PivotTable area is currently empty, with the text 'Drop Data Items Here' centered in the main area. The PivotTable area is divided into sections: 'Drop Page Fields Here' at the top, 'Drop Column Fields Here' on the right, and 'Drop Row Fields Here' on the left. The PivotTable Field List shows fields like State, City, Type, Manager, Revenue, Expenses, Profit, Vacancy Rate, and Police Visits.

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## **Pivot Tables**

- Quick & Dirty Pivot Table – Just Drag & Drop
- Create Many
- Pivot Charts
- Pivot Them
- Filter Them
- Drill Them
- Why most CPAs have trouble learning Pivot Tables

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## **Excel Queries**

- Query Stock Prices
- Query any Web Page
- Query your Accounting System

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## Card Scan

- Business Card to Computer
- Computer to Outlook
- Outlook to your cell phone (or anywhere)

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## Read to Me

- Excel Speaks
- Verbose – copy to clipboard, CTRL, SHIFT, B
- Many Others Solutions -

<http://www.google.com/search?hl=en&q=%22text+to+speech%22&aq=f&oq=&aqi=g10>

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## Speech to Text

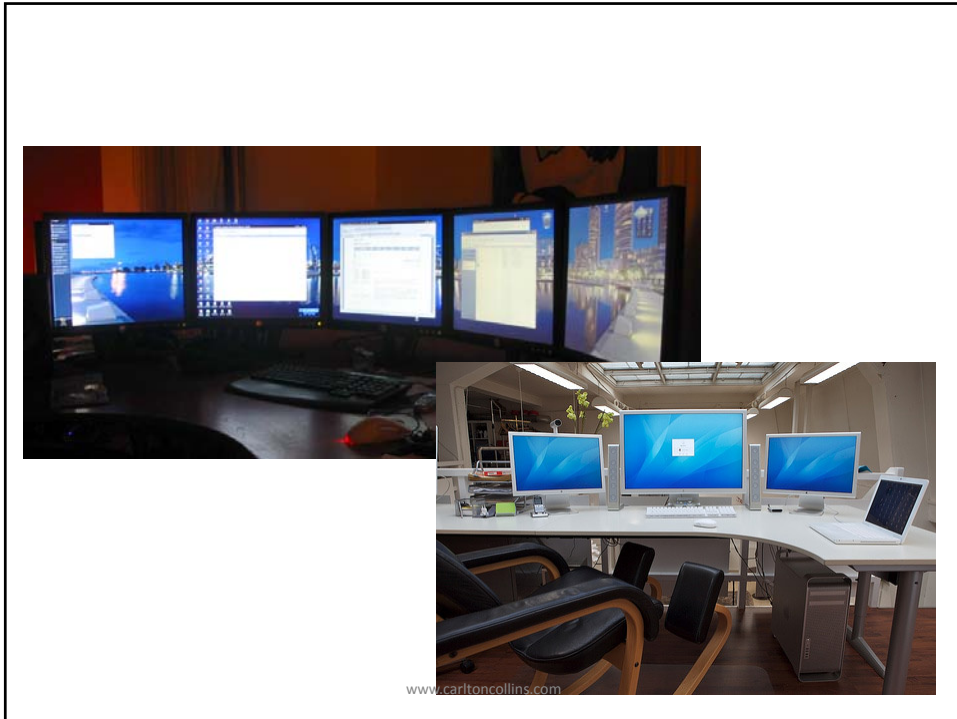
- In Office 2003
- Not in Office 2007
  
- Not in Windows XP
- In Windows Vista, 7 & 8
  
- Using a headset microphone

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## Multiple Monitors



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## My Old Computer System

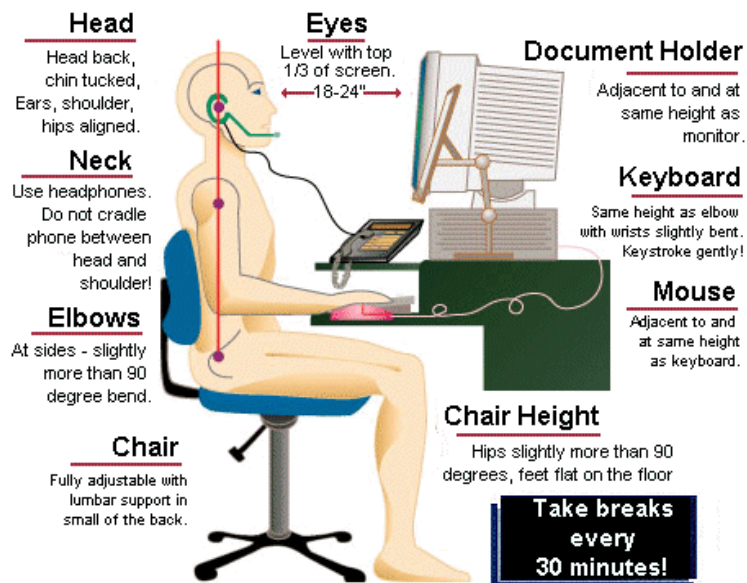


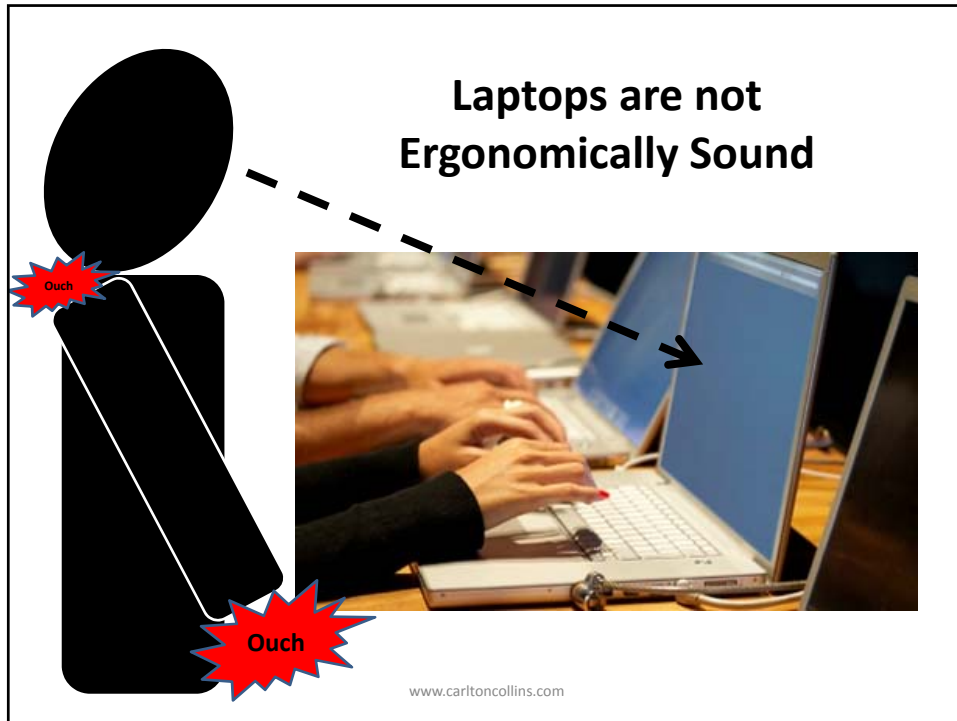
www.carttoncollins.com

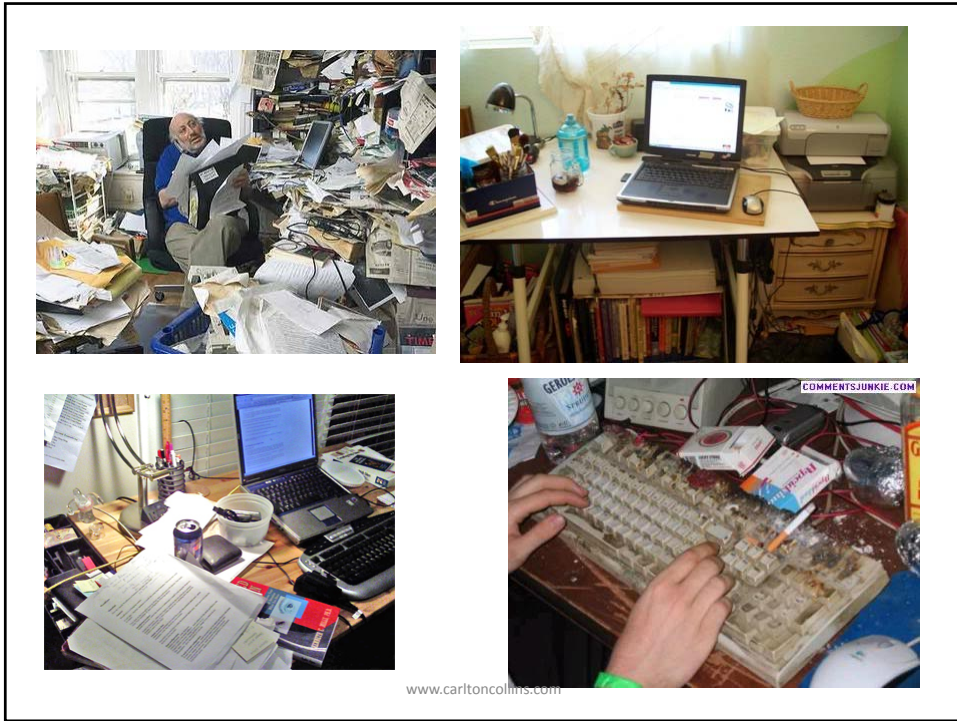
**My New Computer System**  
 The screens are so bright, the camera won't take a decent picture of them  
 Though it does not look like it, the lights are fully on in my office



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## Flat Panel Monitor



**Eye Fatigue**  
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## **Windows Vista/7/8**

- **Bad rap**
  - All applications needed tweaking
  - Requires 3 GBs of RAM
- **Instant Search**
- **3D Flip**
- **Sees More RAM**
- **Sees More Processors**
- **Windows 7 Shipped in Oct 2009**
- **Windows 8 Shipped October 2012**

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## **Social Networking**

**Because Who You Know Matters – Right?**

- **Linked-In**
- **Plaxo**
- **MySpace**
- **FaceBook**
- **Twitter**

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## Twitter

- Twitter can be really stupid
- But the application of Technology is to be applauded
- “Use computers and the internet” without having “computers or the Internet”

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## QB Pro Advisor program

- **\$449 or \$20 per month**
- **Receive \$3,000 in software**
- **Receive unlimited support**
- **Get Promoted**

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## Rip & Burn

- **Playlist**
- **To a CD**
- **To a device**

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## Domain Name in E-Mail Address

One screams "Novice", Guess Which One

**Steve@AOL.com**

**Steve@ASAResearch.com**

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## Benefits of leaving Your Computer on Overnight

- Save 20 to 40 hours a year in rebooting time  
*(less savings with SSD drives & Windows 8)*
- Computer will last longer
- Virus check at 2:00 am
- Spam check at 3:00 am
- Updates at 4:00 am
- Back up at 5:00 am
- Computer Available via Remote Access
- Voice Over IP – (Such as Skype or Magic Jack)
- Sleeping your computer negates many of these benefits

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## Make Sure:

- Password Protected Screen Saver Kicks in
- Monitor & Printer Sleep After Specified Time

## Green Comments:

- Computer uses less electricity than 40 watt light bulb
- Comparatively - Rebooting takes significant energy, boot three times and use more energy than leaving it on all day
- Walking to work, washing clothes by hand save far more energy per minute – so do that instead

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## Leave Your E-Mail Up & Running all the time so new email is waiting on you, not the other way around



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Contacts - Microsoft Outlook

- New
- Contact Ctrl+N
- Distribution List Ctrl+Shift+L**
- Foldgr... Ctrl+Shift+E
- Navigation Pane Shortcut...
- Mail Message Ctrl+Shift+M
- Appointment Ctrl+Shift+A
- Meeting Request Ctrl+Shift+Q
- Task Ctrl+Shift+K
- Task Request Ctrl+Shift+U
- Journal Entry Ctrl+Shift+J

Use **E-Mail  
Distribution Lists**  
To Save Time

Fields Club Tennis Team - Distribution List

Name: Fields Club Tennis Team

Name	E-mail
Sunit Singal	sunitmd@hotmail.com
Tim Taylor (to2taylors@aol.com)	to2taylors@aol.com
valeng@bellsouth.net	valeng@bellsouth.net

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Use a different Personal email address  
Protect Your Business E-Mail Address

**Free E-Mail Accounts:**

**HotMail – Microsoft**

**Outlook.com**

**GMail – Google**

**Yahoo Mail – Yahoo**

**AIM – AOL**

**Others**

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**Benefits of Remote Access:**

- Fast connection because only screens travel
- Remote computer needs only a browser
- All files and data always available to you
- Work from home
- Check E-mail on primary computer
- Great for Remote training/troubleshooting
- Print here or there
- Provide access to satellite locations

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## Wireless Connections

- Hotspots are everywhere – Macdonald's even.
- When you connect unsecured, anyone in range can intercept your non-encrypted activity.
- Banking and remotes access are encrypted – so no worries, emails are typically not encrypted, so worry.
- Even when connecting securely, the guy who runs the router can intercept your non encrypted communication and surfing.

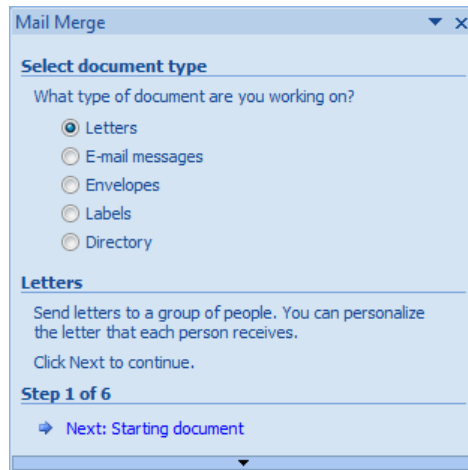
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## Copy/Paste Tips

- **Paste Link**
- **Paste as Picture**
- **Copy Options**
- **Display Last 24 Copies in Clipboard**

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## E-Mail Merge – Six Steps



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## Electronic Survey Benefits

- Survey Monkey
- InfoPath
- Zoomerang
- Zarca
- Many Others -

[http://www.google.com/search?hl=en&safe=off&rlz=1T4SKPB\\_enUS317US317&num=100&q=electronic+survey&aq=f&oq=&aqi=g7g-s1g2](http://www.google.com/search?hl=en&safe=off&rlz=1T4SKPB_enUS317US317&num=100&q=electronic+survey&aq=f&oq=&aqi=g7g-s1g2)

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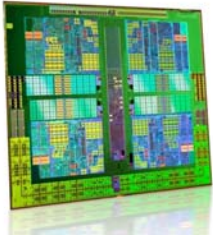
## Internet Access Speeds

- Dial Up - (56 Kbit/s)
- 3 Port Modem (Multi-Link) - (168 Kbit/s)
- Satellite - (150 to 1,200 Kbit/s)
- DSL - (192 Kbit/s to 1.5 Mbit/s)
- T1 Line - (384 Kbit/s to 1.5 Mbit/s)
- Cable / Broadband - (10 to 15 Mbit/s)
- 4G - (12 to 30 Mbit/s)
- T3 Line - (44.7 Mbit/s)

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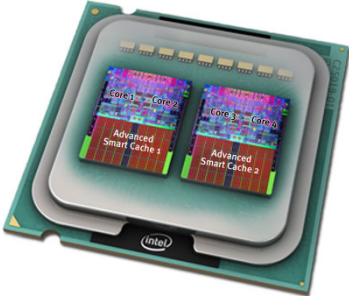
## Computer Checks

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**Multiple CPUs**

1. Increasing Clock Speed
2. Chips Melting
3. Dual Core Processors
4. Quad Core Processors
5. Cray Super Computer




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1. Cray Super Computer
2. Same components
3. More Core Processor Chips
4. Chilling Towers

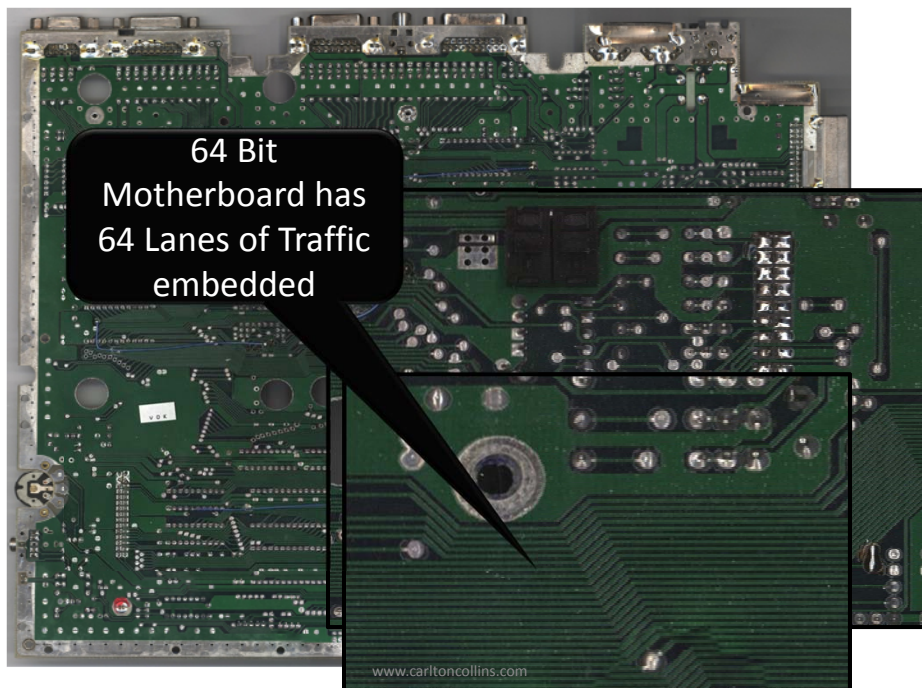
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1. Windows 8 At least 3 GBs
2. Windows 7 At least 3 GBs
3. Vista Needs At least 3 GBs
4. My Laptops have 4 GBs
5. My Desktop has 8 Gbs

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64 Bit  
Motherboard has  
64 Lanes of Traffic  
embedded

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## 64-Bit Points

- 32-Bit = Personal computer
- 64-Bit = Mini computer (IBM AS/400)
- 128-Bit = Mainframe computer
- Almost all computers since 1994 are 64-bit
- Most XP computers are 32-Bit operating system
- Windows XP, Vista & 7 come in 32 or 64 bits
- 64-Bit is exponentially 8 times faster than 32-Bit
- Applications must be tweaked to run on 64 bit

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7

**DUALING  
TIPS:**

**Gadget**

**Power Squid  
(\$20)**

**USB Extension  
Cable (\$3)**

1



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**DUALING TIPS:**

## USB Gadget

**Chuby (\$79)**

**USB Cigarette Converter (\$5)**

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**DUALING TIPS:**

## Useful Web Sites

**XtraNormal**

**Prezi**


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**DUALING TIPS:**


**Useful Web Sites**

**Traffic Cameras**

**Arrest Records E-Mailed to You**



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16


**DUALING TIPS:**

**Google**


**Turn on Filtering & Show 100 Web Sites**

**Google Translate**

1



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**DUALING  
TIPS:**

**Mouse Tip**

**Avoid Wireless  
Mice**

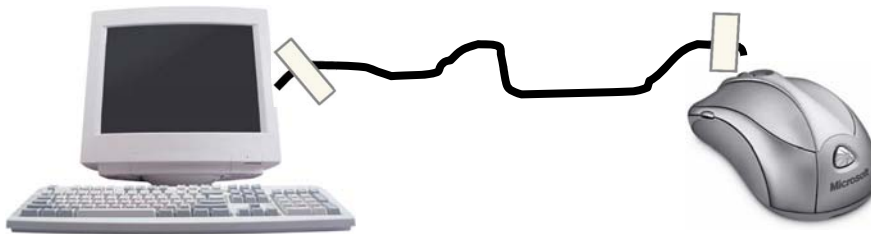
**Ctrl Key +  
Wheel to Zoom**



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## Wireless Mouse Problems

1. Heavy – Leads to Hand Cramps
2. Batteries Need Replacing
3. Easy to Lose Wireless Mouse
4. Solution – Get Some String and Tape



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**DUALING  
TIPS:**

**Browser**

**Ctrl+Enter to  
avoid typing  
“WWW.” and  
“.COM”**

**Shift+Hyperlink  
Click Opens  
New Browser**



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**DUALING  
TIPS:**

## Browser

**F11 Key to See  
Full Screen**

**Set up  
Links Bar on  
your Browser**



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**DUALING  
TIPS:**

## Virus Protection

**Free Anti-Virus  
Often Ignores  
Key Loggers**

**Comcast users  
Get Free Norton**



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**DUALING  
TIPS:**

## Windows Control Panel

**Regional  
Language  
Settings**

**Snapshot and  
Restore**

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Piece of paper costs \$52 – Xerox Corporation  
Electronic Version costs just 37 cents

## **DOCUMENT IMAGING**

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**DUALING  
TIPS:**

**QuickBooks**

**Merge  
Duplicated  
Vendors or  
Customers**

**Calculator Tape  
in all Financial  
Fields**

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**DUALING  
TIPS:**

**RFIDs**

**RFID  
Clip**

**Alien  
Technologies  
Show & Tell**



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**DUALING  
TIPS:**

## Microsoft Word

**Voice  
Recognition**

**Auto  
Summarize**

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**DUALING  
TIPS:**

## Fun Web Sites

**Police and Fire  
Scanners**

**Magic 8 Ball  
or  
Bubble Wrap**



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Technology Priorities

- a. E-Mail Security
  - i. PGP (acquired by Symantec last year)
- b. Laptop Security
  - i. PGP (acquired by Symantec last year)
  - ii. Microsoft EFS
  - iii. Microsoft BitLocker
- c. Paperless
- d. Cloud Initiatives

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Established Technologies still going strong:

- a. Remote Access
  - i. Increased usage for supporting clients
  - ii. Accessibility via handheld devices
- b. Skype
- c. Multiple Monitors
- d. Automated online backup, data saved in native format

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QuickBooks

- a. Moving to hosted QuickBooks Enterprise
- b. Opportunities in QuickBooks Consulting
  - i. QuickBooks ProAdvisor Program \$399
  - ii. Unlimited support, from within US
  - iii. Now requires you to pass a test to be promoted
  - iv. 16 hours of CPE credit
  - v. Resell products from 20% to 100% off

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Biggest Technology Mistakes Being Made by CPAs Today

- a. Not enough user training on Office, accounting and other applications
- b. Keeping computers too long, more than 3 years
- c. Not deploying scanners
- d. Not making proper backups
- e. Not encrypting e-mail
- f. Not deploying smartphones
- g. Out of date software
- h. Improper UPS and battery power protection for desktop computers

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# Thank You

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