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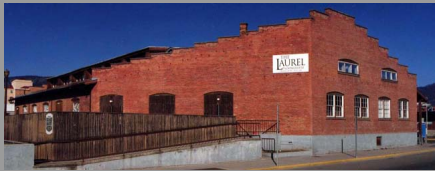
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Cloud computing is a buzz word that we are hearing about more and more. The market for public cloud infrastructure, platforms and applications is large and growing much more quickly than any other type of IT spending. Read on to learn the benefits of computing in the cloud. This month, we also take a look at the last part of our series on office ergonomics - setting up your keyboard in your workspace to prevent injury.

Cloud Computing

The cloud - it's all the hype right now, but what does it mean? Simply stated, it is a general term for anything that involves delivering hosted services over the Internet.

The name was inspired by the cloud symbol that's often used to represent the Internet in flowcharts and diagrams. Chances



are, you are already using an application in the cloud or storing files there. Are you using gmail or facebook? Have you ever uploaded anything to the internet? Do you have a website?

Years ago, when you had a website, you would have it sitting on a server in your office. But as more people stopped by to visit your website, you needed new, bigger and better servers to handle all of this traffic. This became costly and took more time and resources to maintain it all. New businesses were formed that bought lots of

servers and did all of the work to service them and sold you space to put

"69% of online users are using some form of cloud computing."

[pip_cloud_memo](#)

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your website on their servers. In other terminology, they "host" your website. Where is the content from your website

physically sitting? It could be in a datacenter anywhere. It is in the cloud.

Examples of application software include gmail, google docs or facebook. You can access any of these applications from anywhere and access the files (pictures, documents, etc) that you've uploaded from anywhere as well. You don't actually own the application or the hardware that it resides on.

How will businesses use cloud computing? Why will businesses move to cloud computing?

Businesses today are facing many challenges - rising costs, declining sales, tough competition. They need to find ways to increase the efficiency of their business operations and do more on their existing infrastructure.

Click [here](#) to finish reading the article.

- Janet F, Marketing Coordinator

Office Ergonomics - Keyboard Setup & Usage

The last area in your work station setup (see our articles on mouse and monitor ergonomics) that can cause injury from improper usage is the keyboard. Sore wrists and carpal are common

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Keyboard Ergonomics



"Sore wrists and carpal are common ailments with incorrect keyboard usage."

ailments with incorrect usage. If the wrists are not in a flat and neutral position, the tendons can rub as they move and create extra pressure in the nerves. There are a number of things that you can do to help prevent these problems from developing:

- Ensure your keyboard (and mouse) are placed directly in front of you
- Ensure your elbows are close to your body and your shoulders are in a relaxed position
- Check your seat height - Your wrists should be straight and your hands should be in line with your forearms.

Ergonomic keyboards can also be purchased that have been specially designed and contoured to relieve repetitive stress injuries. They usually have a contoured design that is more comfortable than a standard flat keyboard. There is a wide variety



MS Natural Elite Black Keyboard
\$59.95

available, but there are two main types that are sold and used most often. The traditional look that most people are familiar with is the Microsoft Natural Elite. This was one of the first of its kind with a waved or curved key layout. The other main type has a split-key model. The keyboard actually separates at one or more points and the keys separate with each part. These are considered advanced and most beginners should try a standard type before attempting to use one of these. The most popular is the Goldtouch Keyboard. Keep in mind though that getting comfortable with any ergonomic keyboard will take time though.

A good practice is to take a break at regular intervals and shake your hands, rotate them clockwise and anti-clockwise a few times to help

relieve tension in the fingers, wrists and forearms.

-Janet F, Marketing Coordinator

Tips & Techs

Compressing Files

Some files are too big to be sent over the internet and it is often necessary to "compress" them to make them smaller so that they can be sent more quickly. The files are not damaged or changed, just stored in a different way. A good analogy is to think of it like taking a large letter, folding it up and putting it inside a small envelope. You send the envelope which now takes up less space, but at the other end the envelope can be opened and the large letter folded out again. The contents can now be "extracted" back to their original size and used as normal.

To compress a file with Windows XP, Vista or 7 follow these instructions:

1. Create a new folder and cut or copy all of the files the you would like to compress into the folder
2. Right click on the folder and select **Send To** from the menu which appears
3. Select **Compressed (zipped) Folder** from the list of options
4. Attach the compressed folder(with the .zip extension) to your email

To uncompress the files:

1. Right click on the compressed
2. Select **Extract All** from the menu which appears
3. This will open the Windows Extraction wizard
4. Click **Next** to extract the files

