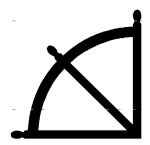


Nautalex News



Network Solutions for Business

Spring 2002

Nautalex Grows Again.

We would like to welcome Jarret Austin to the Nautalex Team. He will take on the role of system development, helping to create intelligent, interactive websites which can be linked to custom-designed and existing databases. Jarret is a University of Waterloo graduate in computer science (B Math) with extensive experience in both database design and web development.

Nautalex has always been a leader in building your network infrastructure. We understand that this extends to presenting your information via the Internet, as remote access and online customer support become ever more important to your company. We can integrate this solution into your existing network, using the hardware you already have, better than anyone else.

If you need more than an off-the-shelf package for your requirements, call Nautalex for a professional solution. ☒

Notebook Users Will Love This!

If you've ever used the "My Briefcase" feature or some other method of copying files between your notebook PC and your network, you'll really appreciate Windows 2000 Professional's "Offline Files" feature. It truly makes the task of synchronizing files between your notebook PC and your file server simple and transparent.

How simple and transparent? Let's say you set up your H:\2002quotes folder from your network for offline use. You log off the network, and the files automatically synchronize. You take your notebook on a sales trip. After meeting with a client, you want to revise a quote that you previously saved in Word as H:\2002quotes\ABC-Big-Machine. Log into your notebook, and you will be able to see and retrieve the file from H:\2002quotes, just as if you were logged onto the network at your office. You don't have to remember to copy files, or where they were copied!

Offline Files can be used on Windows 2000 workstations to synchronize files from Microsoft

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Quizmaster's Contest

Relational Database systems are the most common class of database system in use today. IBM's Ted Codd is credited with inventing the relational model. Some examples of relational databases are Oracle, SQL server and Pervasive SQL. In addition to relational databases there are 6 other major database types. Can you name 2 of them?

COMPUTERS FOR ROTARY

Do you have any **working** 486/66+ or low-end Pentium machines which are just "too good to throw out"? The *Rotary Literacy Campaign* can make good use of these older PCs. If you are interested, please contact Paul Stewart at Nautalex (519-622-8840 ext. 6251). ☒

servers and Windows 9x workstations or newer. Unfortunately, you can't use Windows 2000 Offline Files with NetWare servers.

A few cautions about Offline Files:

- Ø Don't try to make too many folders (or folders which are very large) available offline, or synchronization may take a long time.
- Ø Network folders that are heavily used, especially by multiple users, are not ideal candidates for Offline Files.
- Ø Certain file types, for example .MDB files, cannot be made available offline.

If you would like to find out more about implementing Windows 2000 Offline files, contact Nautalex. ☒

Electronic Document Retention... ...Are You At Risk?

There are, and have been, cases where companies have been required by law to search through and provide evidence from their massive E-mail archive. In these legal situations they are obligated to search through all their retained data, and some companies have had to bring in costly professional analysts to aid in the search.

Creating and following an Electronic Document Retention/Deletion Policy can reduce this potential liability. Having a policy in place does not mean that ALL DATA OLDER THAN THIS MUST BE PURGED FROM THE SYSTEM. It simply means that certain guidelines need to be followed with regard to Electronic Documents.

There are many other benefits to automatically destroying electronic documents or e-mails on a standard interval. The main reason that companies install an Electronic Document Retention/Deletion Policy are:

- Ø Document Retention conserves valuable computer storage space.
- Ø Reducing volume of stored documents improves the efficiency of the business's system.
- Ø Provided there are no legal obligations to preserve evidence, deleting electronic documents when they are no longer necessary reduces the likelihood that such documents may be exploited in future litigation.

The last point has often been the key consideration for choosing to implement an electronic retention policy. To help in the enforcement of the policy there are some applications available on the market that will automatically prompt the user to archive and delete documents when certain conditions are met.

If you feel your company might benefit from an electronic document retention policy contact Nautalex for more information on implementation. ☒

Are You A Control Freak?

According to Novell, the majority of companies that purchase **Novell BorderManager** do so primarily for its HTTP proxy service, which in forward proxy mode enables you to control user access to Internet content. Specifically, the HTTP forward Nautalex News – Spring 2002 ☒

proxy service enables you to control access based on the four Ws:

Who What Where When

You can configure access rules and then associate these rules with both users and groups. With BorderManager 3.7, as with previous versions, you configure access rules using the NWADMIN utility. However, Novell also plans to provide web-based management tools that snap in to Novell iManager as a free update for Novell BorderManager 3.7.

Using Novell BorderManager 3.7 access rules, you can specify the following:

- Ø The client computers from which users can access the Internet
- Ø The protocols users can access over the Internet
- Ø Specific URLs users can access
- Ø The specific days and times these rules are in effect

For example, you can configure an access rule for your shop floor staff that enables them to access specific internet sites from their workstation at lunch break only. You can also use SurfControl to add content restrictions such as gambling or criminal sites.

There are, of course, many other features in BorderManager. Call Nautalex today to see if this is the right product for you. ☒

Tips Of The Trade

Most new keyboards have a key that has the Windows logo on it. Many people don't realize it but that key can be used to provide easier and fast access to many common utilities within the Windows framework.

Some of the functions that it can perform are listed below.

- Ø Windows: Start menu.
- Ø Windows + D: Minimize or restore all Windows.
- Ø Windows + E: Windows Explorer.
- Ø Windows + Tab: Cycle through open applications.
- Ø Windows + F: Find: all files.
- Ø Windows + Ctrl + F: Find: computer.
- Ø Windows + F1: Help.
- Ø Windows + R: Run command.
- Ø Windows + break: Display system properties.
- Ø Windows + M: Minimize all windows
- Ø Windows + shift + M: Undo minimize all windows
- Ø (In WinXP) Windows + L: Locks the Station.
- Ø (In WinXP) Windows + U: Opens the Utility Manager