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# AxiNews

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## Ways to De-Stress

*April 16, 2015 is the official National Stress Awareness Day. The fact that it's the day after Tax Day is perhaps intentional. Here are some ways to de-stress.*

1. **Treat yourself**—participate in your favorite hobby or sport, eat at a favorite restaurant, watch your favorite show..
2. **Meditate**—there are DVDs, YouTube clips, books and many other ways that will instruct you how to meditate.
3. **Play with your pet**—give some love and have some fun! Unconditional love from your pet lowers your blood pressure.
4. **Get some rest**—give your body a chance to rejuvenate.
5. **Exercise**—exercise can help get those endorphins working.

## Tech Briefing : Chrome 101: Pinning Tabs

*As the number of business processes that are accessible via your browser increases, it's important to use a browser that is fast and stable, like Google Chrome. There are many useful features in Chrome, including tabs that allow you to have more than one site open in the same window. You may constantly want to access the same sites and keep these tabs open though, and one way to ensure they are constantly within easy reach is to pin them to the tab bar.*

### What is Chrome's Pin Tab feature?

When using Chrome's tabs, you will notice that tabs open from left to right. When you browse the Internet, you likely open the most used or important sites first, which means they will open to the left. The problem with this is we often have so many tabs open that it can be tricky to find or quickly navigate to the tabbed sites we use the most.

One way to solve this problem is by pinning these to the tab bar. When you do this, the tab

will be pinned to the left-hand side and made smaller. This makes it easier to find your important tabs and keep these sites and tabs more organized.



How do I pin tabs?

If you would like to pin tabs:  
Open the site you would like to pin in a new tab.  
Right-click on the tab.  
Select Pin Tab.  
This will shorten the tab to just the site's icon and move it to the far left of the tab bar. Pinning other tabs will also move them to the left, beside the other pinned tabs. Any new tabs will be opened to the right of pinned tabs. It is important to note here that because the pinned tabs are smaller any live tabs, such as Gmail's unread message counter, or Face-

*(Continued on page 2)*

## Stress Management at the Office

By Christa Nonnemaker

*In today's digital world of constant emails, social networking, texting, online videos and more, understanding how to have a productive workday is essential.*

### Be Pro-Active

In Stephen Covey's well-known book, *The*

*Seven Principles of Highly Effective People*, the first principle is to be pro-active. In other words, make a plan. So, create an agenda for your day or list the major items that you want to address. Think about which ones are priorities and star those. Just having a plan helps to relax the mind.

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Relax, Breathe,  
and Repeat



## Chrome 101 (cont.)

*(Continued from page 1)*

book's chat reminder, will no longer be updated. For most tabs this is not an issue, but for tabs like Gmail you will have to physically click on the tab to check if you have any new emails.

How do I unpin or move tabs?

You can unpin tabs by right-clicking on the pinned tab and selecting Unpin Tab. You can also move the order

of pinned tabs by clicking and holding on the pinned tab you would like to move and moving it left or right. As you do so, you will notice other tabs change order.

If you would like to close the pinned tab, either unpin it first and then press the X at the right-hand side of the tab, or right-click on the tab and select Close Tab.

Looking to learn more about using Chrome? Contact us today and we can show you how to enhance your business functions.

## Stress Management at Work (cont.)

*(Continued from page 1)*

### Set Boundaries

Because the onslaught of digital demands can cause people to derail quickly from their plans, think about how you want to handle these interruptions. For example, create a rule that you'll only check messages three times a day and decide how you'll respond to them—immediately, mark for later, etc. Also consider how to cut off work from your home time. Maybe decide that you'll only check once in the evening or perhaps not at all.

### Take Breaks

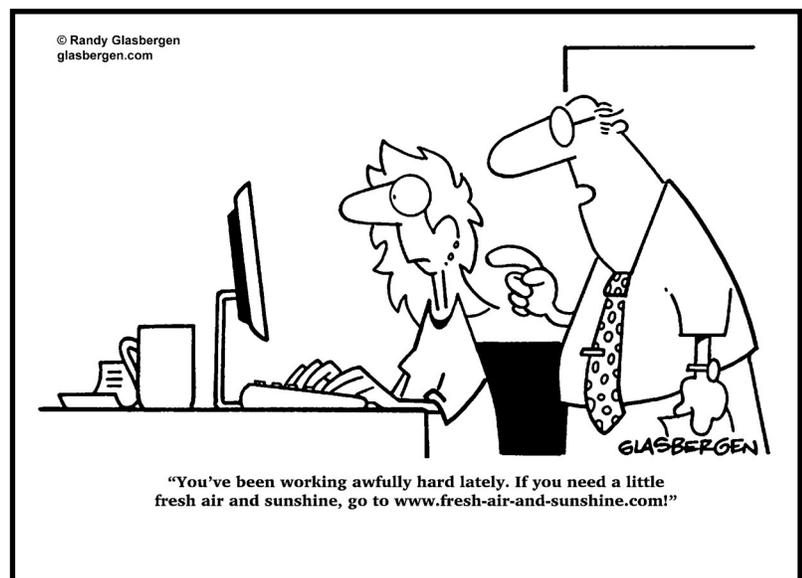
Breaks are mandatory by law so take advantage of this time. Stretch your muscles. Exercise by walking around your office building or listening to peaceful music. Reward yourself when you've completed a task by giving yourself a treat or talking briefly to a co-worker.

### Communicate

Whether you own your business, manage employees, or you are an employee, continue to talk to your peers. If feeling overwhelmed, delegate or say no. If you want more challenges or responsibilities, let the right people know.

### Organize your Desk

Desks have a tendency to gather papers, magazines, post-it notes and your electronic equipment. If your office space is looking cluttered, it contributes to a person feeling overwhelmed and out of control. Take some time each day to discard what isn't needed and file whatever you want to keep. If you have trouble with this area, there are professional organizers who can help.



## Thoughts on Stress and Relaxation

**"How people treat you is their karma; how you react is yours." - Wayne Dyer**

**"Have patience. Wait until the mud settles and the water is clear. Remain unmoving until right action arises by itself." - Lao Tzu**

**"Most folks are about as happy as they make up their minds to be." - Abraham Lincoln**



## Will Facebook@Work Work?

*For many business owners, Facebook is both a blessing and a curse. While it is a great way to connect with customers, it can also be a major distraction for employees. Let's face it, Facebook is here to stay, so there's no getting round that, but there could be a way of stopping the social media site from being a negative in the workplace. The company has just announced that they are working on a new social network, potentially called Facebook at Work, which will be aimed specifically at businesses.*

### What is Facebook at Work?

In late November, Facebook announced that they are developing a new social network which may be called Facebook at Work. As you can guess by the clue in the title, this is going to be a business-oriented venture that will bring the popular social network, or elements of it, to the workplace.

For many businesses, this popular social network is not really a part of every business operation. Sure, marketing and sales may use this platform, and others, as a way to reach out and connect with customers, but few organizations are known to use Facebook internally as a communication and social network for employees.

Those who do use the network in the office often use their personal accounts and have noted that they would like an easy way to separate work from personal life, while still remaining on the network. Many businesses would also prefer that employees didn't bring their personal lives and Facebook accounts to the office because this can lead to breaches in privacy and even important data being compromised, especially if a personal account is hacked.

The best way to think of this new platform is that it is Facebook strictly for work. While it is still in the development stages, some interesting details have emerged. There is no official name for the network, thus far, but sources at Facebook have noted that the codename for the product is Facebook@Work.

### What Facebook@Work Will Look Like

From what we can tell, the network will look and work much the same as the existing version of Facebook. Users will be able to create profiles, join groups, post on each other's News Feeds, and even send messages using the popular Facebook Messen-

ger. Where it will differ is that it will have collaborative tools that allow users to share and work on the same documents.

This network will be completely separate from the personal Facebook site, with users having a different password and username. Information between a personal and work account will not be shared either. This should make the network more secure, or at least minimize the use of personal accounts for work-related tasks.

### What We Don't Know

We do know that Facebook@Work, or Facebook at Work, is currently being developed by a London-based branch of Facebook who seem to be also acting as the main testers. However, we are unsure at this time if the network is being developed strictly as an internal network, which will be used only within a company, or if it will be more like LinkedIn, where it will allow you to connect with similar professionals.

Interestingly enough, Facebook has been using its own network and various groups as a major part of their own internal communication tools amongst departments. For example, when an employee joins a new department they are added to a secure group and group chat, where updates are posted, questions are asked, and work is supposedly assigned and agreed upon. It could be that the company is developing



something along these lines for external release too.

We don't know exactly when this network will be intro-

duced, but you can be sure that it will be debuted sometime in 2015, possibly with a rollout in the next year. In the meantime, many businesses have their own Facebook pages, as AXICOM does. If your business uses social platforms, or is looking to integrate social media in the near future, this business-oriented social media platform could be worth keeping your eyes on.

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# AXICOM

Networks • Computers • Security • Service

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## Inquiring Minds...

### Net Neutrality vote by FCC

The Federal Communications Commission made an historic vote on Thursday, 2/26, that adopted sweeping new regulations that govern the use of broadband. In essence, in a 3-2 vote along party lines, the FCC voted to not allow broadband providers to obstruct internet speeds and to provide a level of service such as other utilities like phone and electric companies do to all consumers. Opponents are concerned that tariffs and taxes will be applied by the government once regulation is imposed. The FCC used Title 2 of the Federal Communications Act of 1934 to uphold their decision.

### Windows 10 Integration with Cortana

The new Windows 10 Operating System will be shipping with two browsers—Internet Explorer 11 and Spartan. Spartan is similar to Chrome, and a competitor to both Chrome and Firefox. Spartan will include Cortana integration as well. Cortana is like Siri. The idea will be that Cortana will surf the web with you and pull useful information out of the website

### Microsoft 3D Builder Application

The Microsoft 3D Builder application will be able to create 3D models, get them printed remotely, and have the end product delivered to their doorsteps. Users will be linked to Cubify where they can order their design to be shipped to their doorstep within 2 weeks. The 3D Builder app is already able to print objects locally via 3D printers attached to computers but for those who don't own 3D printers, this is an option to explore.

**Tension is who you think  
you should be. Relaxation  
is who you are.**  
~Chinese Proverb

**"Stressed  
spelled  
backwards is  
desserts.  
Coincidence?  
I think not!"**  
~Unknown