

SERVICE  
SPOTLIGHT:

We put the

YES in N.O.

Carrollton Tech provides programming, custom software, web design, IT services, and Intranets.

Get rid of redundant systems and minimize the time you spend performing tedious work processes.

Custom software built for your workflow will give you more time to expand your product, clientele and business functions.

Software developed by us can be made available to one computer, a business network or securely from a PC web browser anywhere in the world.

There is a technology company in New Orleans who can help.

Call Michael O'Neill at 504-299-8333 to hear YES in N.O.

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# carrollton tech quarterly

VOLUME 3, ISSUE 1

MARCH 2008

## Broadband IP

 **Broadband IP**, Louisiana's largest Wireless Internet Service Provider, has been delivering high-speed Internet access to businesses in New Orleans and Baton Rouge for almost 8 years. In January of this year, Carrollton Tech acquired Broadband to form a strong partnership that will allow us to offer reliable Internet service to your business.

**Broadband IP** has an edge in the Internet market through the use of the airways rather than traditional phone lines for Internet

service. The installation consists of placing a small antenna about the size of a school notebook on the rooftop of your building. The directional antenna connects to the closest broadcast tower in the area. Your internet connection will be up and running at blazing speeds, both upload and download, and will be completely secure.



**Broadband IP services** large hotels, banks, schools, engineering firms,

law offices, restaurants, medical facilities, and a host of other businesses in the Greater New Orleans and Baton Rouge area. Three to five day installation, redundant links, guaranteed speed, security, and 24/7/365 technical support make **Broadband IP's** services the *affordable, and faster alternative to Cox Cable and Bellsouth/AT&T* for wired and wireless service.

Order fast, reliable Internet services from Broadband IP today!  
**Call TOMMY VADELL at 504.581.3555, x 407.**

## meet Buddy Burkhamer



Born in the middle of an early October night at Touro Infirmary, Buddy Burkhamer has had the rhythm of the city in his blood ever since. At the

age of 10 he received his brother's hand-me-down guitar, setting the musical wheels in motion. By the time he was 15 he was performing on stage at Jimmy's on Willow Street. Music was a much needed release during the uphill battle of a public school education.

Buddy discovered music wasn't the only art that he could enjoy, and he embarked on a career in photog-

raphy. He and a partner built a successful commercial photography business and had over 40 steady clients which provided a great deal of work and allowed for a steady flow of creativity. The oil bust of the mid 1980s saw some rough economic times for the young photographer, as all of their oil business-related clients packed up and moved. But Buddy just couldn't bring himself to leave New Orleans.

So he didn't, and instead floated finances by working in the print industry. During that time he became interested in the emerging technology that was being put to use there, and that prompted him to investigate Tulane University's Computer

Science program. There he developed his network technology skills. Tulane also turned out to be a nice place to work.

Then one day a big storm came and when the water went down Buddy found himself, through a mutual friend of Carrollton Technology VP Brian Jones, helping Carrollton Technology's clients return to the city.

The one constant in his life has been working with the technology that is part of everything we do. Every day at Carrollton Technology holds new challenges, new technologies, and always a sense of accomplishment. That's just the way this senior network consultant likes it.



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## Backup: Is Your Data Protected?



If you lose your documents or database, how long will they take to recover?

Contact Carrollton Tech for backup solutions tailored to your business.

*"Technology for business' sake, not technology for technology's sake"*

## What's Hidden in YOUR Word Document?

Wait! Don't click 'Send' just yet. Before you send out that Word document, you might want to think about removing the metadata within that file. What is metadata, you ask?

Metadata is essentially "data about data." Each time you work in Microsoft Word, Excel, and PowerPoint, information is automatically created and embedded within the file. According to the Microsoft Knowledge Base the following are just some of the types of information that may be stored as metadata:

- Your name, initials, or company name
- Your computer name or your network name (depending on where you saved the file)
- The names of the previous document authors
- Document revisions and versions
- Hidden text or cells

- Non-visible portions of embedded OLE objects
- Comments

To view some actual metadata, open a document in Microsoft Word, click on *File*, then *Properties*. The *General* tab contains information about the file itself, including its location, when it was created, and when it was last modified. The *Summary* tab can reveal the author's name and company name among other information. Last, the *Statistics* tab can provide some insight on what kind of work went into creating the document, including the most recent editor, revision number, and total editing time.

Now that you know what metadata is, you need to know what to do about it. There are a number of steps you can take to remove, or at least minimize, metadata from Microsoft Word. First, click on *Tools*, then *Options*, then the *Save* tab. There you will

see a number of different features to control when saving a file. Make sure the *Allow fast saves* option is unchecked, as this feature prevents Word from removing deleted text on saves. Its purpose is to improve performance, but was intended for older, slower computers. Next, we need to configure general security options while working in the document. In the same *Options* dialog box, click the *Security* tab. Within the *Privacy options*, check the *Remove personal information from file properties on save* option. This will clear out the *Author*, *Manager*, *Company*, and *Last saved by* fields when you save the document. Also, any names associated with comments or edits will be changed to *Author* and email headers information will be removed.

To learn more metadata removal techniques or to learn how to perform the above tasks in a different version of Microsoft Word, check out Microsoft Knowledge Base articles KB825576 and KB223790.

