

Reducing E-waste in the Office

Recycle, reuse, reduce and repurpose have quickly become the standard R's of today's green movement. The R's have made their way into every aspect of business, industry, and personal living. Computer recycling and repurposing has grown exponentially over the past few years.

Before You Buy

Consumers can make wiser, greener computer purchases these days with many of the name brands using energy efficient parts. Buy equipment that has been approved by the Energy Star platform for energy efficiency. Before deciding to buy new equipment, use a checklist to determine which older equipment can be reused or upgraded for better performance. It is also helpful to look into end-of-life

recycling or trade-up programs available from computer manufacturers such as Dell, IBM, and Hewlett Packard.

Using Green Technology

To further contribute to green computing practices, reduce the energy use by turning off unused equipment, and putting computers and monitors in sleep mode when not used for a specific amount of time. Replace old cathode ray tube monitors (that constantly consume power and cannot be recycled) with new energy efficient flat screens.



Technology Disposal

When disposing of old hardware and software, keep these 4 R's in mind:

1. **Reduce** the amount of new equipment purchased by upgrading parts versus buying all new components. Upgrade older versions of software instead of buying new.
2. **Reuse** equipment in other areas of the company or by donating personal computers to friends and family. Some older equipment can be held in reserve for backup systems when a computer, monitor, or printer goes on the fritz.
3. **Recycle** or **repurpose** old equipment and software by donating to charities, or taking advantage of manufacturers' trade-up programs. Or, try to sell used equipment through online auction sites.

Impacts of E-waste

According to some reports, 20 to 50 million tons of e-waste is generated each and every year

to landfills worldwide. There are also many highly toxic materials used in electronic equipment that have been linked to birth defects and cancer. Shamefully, much of the e-waste has been exported to third-world countries such as Nigeria, Ghana, and Pakistan.

The Growth of Computer and Software Recycling

Advancements have come quickly since problems with e-waste have come to the surface. Today's ways of reducing the environmental impact of technology are easy to implement with just a little bit of pre-purchase research and brainstorming for ways to reuse or repurpose current equipment.

Do your part in reducing e-waste. Remember the 4 Rs! **T**



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These are just a few of the features in Adagio that make it ideal in a distribution setting. Contact us for more details and a free demonstration. **T**

theTechnoTips

Renaming a Series of Files

When you download photos from your digital camera, they often have unrecognizable names. You can rename several similar files at once with the following procedure. This also works for renaming other types of files.

1. Open the My Pictures folder. (Click Start, and then click My Pictures.) Or open another folder containing files that you want to rename.
2. Select the files you want to rename. If the files you want are not adjacent in the file list, press and hold CTRL, and then click each item to select it.
3. On the File menu, click Rename.
4. Type the new name, and then press ENTER.

All of the files in the series will be named in sequence using the new name you type. For example, if you type Birthday, the first will be named Birthday and subsequent files in the series will be named Birthday (1), Birthday (2), and so on. To specify the starting number for the series, type the starting number in

parentheses after the new file name. The files in the series will be numbered in sequence starting with the number you type. For example, if you type Birthday (10), the other files will be named Birthday (11), Birthday (12), and so on.

How do I create a Windows password reset disk?

If you're running Windows XP Professional as a local user in a workgroup environment, you can create a password reset disk to log onto your computer when you forget your password. To create the disk:

1. Click Start, Control Panel, and then User Accounts.
2. Click your account name.
3. Under Related Tasks, click Prevent a forgotten password.
4. Follow the directions in the Forgotten Password Wizard to create a password reset disk.
5. Store the disk in a secure location, because anyone using it can access your local user account.