

## ***Please Visit Our New Website & NEW CLIENT GUARANTEE***

Looking for a good reason to visit our website? We'll give you two. One, we've recently upgraded and expanded our site with lots of new, fresh, helpful information. And two, there you can read about our New Client Guarantee!

## ***Welcoming Your Guests***

If you have guests coming to stay with you this holiday season, you'll want them to feel right at home. Take a few moments to look around your home as you prepare for company.

If you will be offering your guests a spare room, make sure that there are some extra pillows and blankets available. Clear knick-knacks off of end tables and dresser tops, and make sure there is ample lighting in the room.

Provide a place for a coat, umbrella, purse, and keys, like a small table or sturdy chair. Your guests will need some drawer space and some empty hangers in the closet. Place a small empty basket in the bathroom to allow your guests to leave some of their personal items there.

Consider leaving your guests other practical items as well. Fill a small box or basket with a pad of paper, a pen, scissors, tape, and stamps. Place a box of tissues by the bed. If possible, leave an ironing board and iron in the closet. Adding an alarm clock and a phone, if possible, are conveniences that your guests will appreciate. Pamper them with some bottled water, fresh fruit, and candies, along with some magazines or a newspaper.



## ***Thoughts from Richard Steed***



The month of December often simmers sweetly in our memories. No doubt most of us can remember December highlights from last year, as well as several years ago. Some of us can recall December moments from many years ago when we were antsy toddlers perched on Santa's lap.

These vivid recollections can likely be attributed to the

bigger-than-life atmosphere of the festivities surrounding the holidays. It's hard to forget Aunt Martha's 3-dimensional glow-in-the-dark reindeer sweatsuit after all (no matter how much we try).

Toss in the fragrant fun of family members attempting to coral their tree or the nightly lighting of the menorah and it's as if you are right back there. Don't forget those delectable smells of gingerbread and lure of crispy latkes tugging for our attention. Scientists say the sense of smell is most powerfully linked to recall, but whatever the reason, each of us has a lifetime of December's sweetness stored securely in our memories.

Our goal this month, like every month, is to keep your company's critical information assets as safe and secure as those sweet December moments stored forever in your mind's eye.

We wish you a season packed with warmth, love, laughter and a plethora of wonderful new moments for you to look back on next year and for many Decembers to come.

Merry Christmas, happy memories! *Richard*

## **What's Inside This Month?**

By the Numbers: Skiing!  
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***Want to Win a \$25 VISA gift card?***

Did you know . . . Poinsettias?

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How to Clean Mini-Blinds

***DECEMBER OFFERS!***

## **Have A Question For Us?**

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, media vaulting, or document imaging, please feel free to give us a call or send us an email.

**(888) 893-6054 or [info@pacific-records.com](mailto:info@pacific-records.com)**

# **Get 5 FREE Storage Cartons!**

**Buy 25 or more Pacific Records Management cartons and get 5 free anytime in December with mention of this coupon!**

## Healthy Holidays



Do you find your belly wiggling like a bowl full of jelly every January? It can be hard to keep from overindulging when you are faced with a December full of buffets, cookies, and holiday dinners. But there are ways to battle the holiday bulge.

Exercise is an important part of anyone's healthy lifestyle. During the holidays it is even more important to include exercise in your busy day. There is a stronger tendency to skip your daily walk, aerobics workout, or swim during winter. There are fewer daylight hours, and there are additional activities that demand your time. Taking time for yourself every day, however, will reduce stress and help you to stay fit and trim.

As for the eating, remember that the key to success is moderation. You don't have to deprive yourself of all those holiday goodies. Just keep portions reasonable and opt for some healthy substitutes. If you are invited to a holiday gathering, try to eat something healthy before you go. You won't be starving and tempted to eat everything available. Take small portions of everything you wish to taste and eat slowly.

Substitutions can help also. Instead of very high-fat eggnog, drink cranberry juice. Avoid fried foods and choose fresh fruits and vegetables instead. Munch on pretzels in place of chips, and choose a couple of cookies instead of the cheesecake.

If you find yourself at a dinner party with a host or hostess that insists on second helpings, make your first serving a small one. When you return for more, your second serving will bring your total intake up to one normal sized portion. Offer to bring a dish or two and make it healthy and low-fat.

As for your own holiday baking and food preparation, remember your limits and your weaknesses. If you have a tendency to eat handfuls of cookies, make batches to give away. Keep only a few for yourself. As your schedule gets more hectic, remember to take time to eat three meals a day and allow for time to plan for healthy meals.

A little planning and taking extra care to including exercise in your day will be all it takes to avoid gaining those extra pounds this holiday season. You will enjoy your happy and healthy holidays even more.

## Multitasking

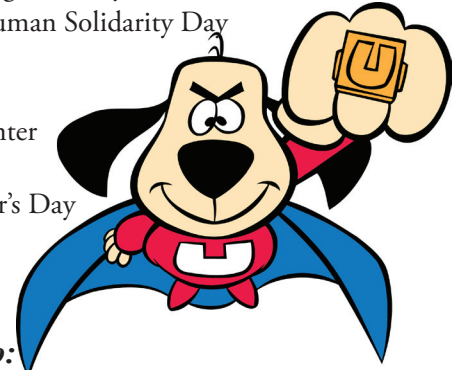
A woman was driving erratically down the highway when she was spotted by a police officer. He put on his lights and siren and pulled behind her, but she continued to drive down the road, weaving from lane to lane.

The officer then pulled up beside her and could see that she was knitting as she was driving. Realizing that he had to get her attention, he lowered his window and used his loudspeaker to yell at her, "Pull over!"

She looked up from her knitting at the officer, rolled down her window, and yelled back, "No, it's a scarf!"

## December Holidays and Events

- 1 World AIDS Day
- 2 Special Education Day
- 3 International Day of Persons with Disabilities
- 5 Bathtub Party Day
- 6 National Miner's Day
- 7 Pearl Harbor Remembrance Day
- 8 International Shareware Day
- 9 International Anti-Corruption Day
- 9-16 Chanukah
- 10 Human Rights Day
- 10-17 Human Rights Week
- 11 International Mountain Day
- 12 Poinsettia Day
- 14 National Salesperson's Day
- 15 Bill of Rights Day
- 15 Cat Herders Day
- 17 Wright Brothers Day
- 18 International Migrants Day
- 20 International Human Solidarity Day
- 21 Humbug Day
- 21 Underdog Day
- 21 First Day of Winter
- 25 Christmas
- 26 National Whiner's Day
- 29 Tick Tock Day
- 31 New Year's Eve



### December is Also:

- Bingo's Birthday Month
- National Drunk and Drugged Driving Prevention Month
- National Write a Business Plan Month
- Safe Toys and Gifts Month
- Spiritual Literacy Month
- Worldwide Food Service Safety Month

## By the Numbers: Skiing

- Sixty-one percent of all skiers and snowboarders wear helmets, with over 93 percent of children 9 years old or younger donning the headgear.
- There are over 60 million skier visits to U.S. ski resorts each year.
- There were 486 ski areas operating last season.
- New York has the most ski areas in the United States, with 52 in operation last season.
- Four states have only one ski area: Alabama, Maryland, Rhode Island, and Tennessee. Only 13 U.S. states have no ski areas.

Source: National Ski Areas Association

## DECEMBER SERVICE

### AWARDS

*Celebrating Pacific Employee Anniversaries*

**15 YEARS**

Greg Tudor

### *Bumper Sticker Humor*

- If you can smile when things go wrong, you have someone in mind to blame.
- Who says nothing is impossible? Some people do it every day!
- In retrospect it becomes clear that hindsight is definitely overrated.
- If a cow laughed, would milk come out of her nose?
- Why do we play in recitals and recite in plays?

*Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying, "I will try again tomorrow."*

– Mary Anne Radmacher

## *Do You Want To Win A \$25 VISA Gift Card?*

Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw a lucky name.



Here is this month's challenge:

Which word of four letters can be added to the front of the following words to create other English words?

DATE AGE CARD SCRIPT MARK

**Last Month's Answer to:** *Pick any two opposing sides of this six-sided object and the answer will be seven.*

**A DIE (DICE)**

**Last month's Winner:**

**KELLI RUPE**

**EXECUTIVE ASSISTANT**

**CURTIS LEGAL GROUP**

Email your answer to [info@pacific-records.com](mailto:info@pacific-records.com)

## *Did You Know: Poinsettias*

December 12th is National Poinsettia Day.

- The flowers of the poinsettia plant, called cyathia, are the yellow clustered buds in the center. The red, pink, or white colored parts are actually the leaves.
- Poinsettias have also been called the "Lobster Flower" and "Flame Leaf Flower."
- Red poinsettias account for about 75 percent of all sales nationwide.
- There are more than 100 varieties of poinsettias available.
- More than 65 million poinsettia plants are sold each year, accounting for one-third of sales of all flowering plants year round and 85 percent of potted plant sales at Christmas.
- California is the top poinsettia producer, followed by Texas, North Carolina, Ohio, and Michigan.
- The Aztecs used to use the poinsettia leaves to dye fabric for clothing.
- The poinsettia plant is named after Dr. Joel Roberts Poinsett, an amateur botanist and first U.S. ambassador to Mexico.
- The poinsettia plant is not considered a poisonous plant by the National Poison Center, but ingesting it can lead to stomach irritation and discomfort.



# **3 months FREE secure Destruction service**

*Get 3 months of free Secure Destruction service when you sign up for a new Secure Destruction account with a one-year agreement. Just mention this coupon! Email [info@pacific-records.com](mailto:info@pacific-records.com) for more information.*

# Threats to Your Business Data and Choosing the Right Backup Solution

It's easy to take our business data for granted. We assume that as soon as we start up our computers, all data will be magically available. But when, for one reason or another, we suddenly don't have access to the documents and files we need, there's a mad scramble to find a quick solution. Taking a more proactive approach to protecting your business data can eliminate unnecessary stress and disruption to your organization.

Recognizing the daily threats to your business data can help you implement processes and policies for protecting your digital files and documents. The risks to your business information include:

- server or hard drive crashes
- power interruptions
- laptop theft
- network hacking
- viruses and malware
- accidental file deletion

## The importance of backup

Regular backup of your systems and files is one of the most effective preventative measures you can take to protect your business data. The size of your business and amount of internal resources available to you can help determine



the best backup strategy for your organization.

## Offline backup with offsite data storage

Offline backup involves manually backing up files to a hardware device such as a disk or tape. Large amounts of information can be quickly saved and protected. Offsite data storage provides a regulated environment in which backup media can be preserved and tracked. An offsite solution also provides for a thorough inventory and tracking of media storage devices containing business data. This solution is good for businesses with dedicated information technology staff.

## Online backup and E-Vaulting

Online backup entails remotely backing up files over the internet. This is an automated process that does not require hardware or technical knowhow. Data is encrypted and secured through a tightly secured network. In the event of a disaster, your data can be deployed to any business location.

Pacific Records Management can help you determine which strategy is best for your business. We've implemented data protection solutions for companies throughout Northern and Central California. For more information about our Data Protection services, please contact us by phone at (888) 893-6054 or email at [info@pacific-records.com](mailto:info@pacific-records.com).

*If we had no winter, the spring would not be so pleasant: if we did not sometimes taste of adversity, prosperity would not be so welcome.*

— Anne Bradstreet

## How to Clean Mini-Blinds

Cleaning your mini-blinds may be a chore you avoid as much as possible. Wiping them down with a damp cloth regularly can prevent dust and grime from building up too much. However, if your blinds have become particularly dirty, you will need to do a thorough cleaning. First you will need to remove them from your window. If the weather is cooperating, cleaning your mini-blinds outdoors is a great approach. Wipe the mini-blinds with a mixture of one part water to one part ammonia. If you don't like to use ammonia, you can also use a foaming bathroom cleanser spray. Either way, let the blinds sit for about five minutes before rinsing off with your hose. Wipe down the surfaces to be sure all the grime is removed. If not, you can repeat the treatment. When you have cleaned one side, you'll want to turn the blinds over and clean the other side as well.

If you are tackling the job indoors, you will need to do the job in your bathtub. Use the same treatment of ammonia and water, letting them sit for about five minutes in your tub. Then either use the shower attachment to rinse them or fill your tub with enough water to thoroughly rinse the blinds.

Let your blinds dry completely before hanging them again. You can hang them over a clothesline, shower curtain rod, or a railing. Once you've rehung them, take an anti-static dryer sheet and rub down both sides of your mini-blinds. This will help prevent dust buildup in the future.

**NEWS You Can Use** is a free monthly newsletter from your friends at

Stockton (209) 320-7771 • Sacramento (916) 649-7360  
Modesto (209) 343-4630 • Napa/Solano County (888) 893-6054

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