Intelligent Technical Solutions

Innovations

It's Tradition

Give thanks this season for the many wonderful pleasures of life. Take a moment to reflect on what this year has given you.

After all, Thanksgiving is a time for turkey, stuffing, mashed potatoes and gravy, sweet potatoes, cranberry sauce and pumpkin pie, right?

Wrong. The menu for the first Thanksgiving feast was actually quite different. Colonists and Indians gobbled down venison, wild fowl, seafood, Indian corn, peas, onions, radishes, grapes and a variety of nuts.

Could you imagine Thanksgiving with no dairy products or baked goods?

Thank goodness traditions change over time.

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INTELLIGENT TECHNICAL SOLUTIONS

Is your Outlook stuffed like a turkey?

Have you ever sent an urgent message to a client or colleague and received a phone call in return because their reply bounced back? More often than not, there is just too much bogging down your inbox.

With phone calls and meetings galore, e-mail can become a chaotic mess if you are unorganized. Don't spend another moment searching through hundreds of messages! Here are seven helpful ways to organize your mailbox.

1. Create search folders so you can quickly access the information you need. Search folders can be a convenient way to look at groups of e-mail messages. Search folders offer a clear view of your messages according to your follow up indications, the size of the mail and status — read or unread.

Of course, you can customize this system to include other folders to meet your specific needs. For example, if you have a project or task you are working on, you could create a folder just for that event or if your manager or a top dollar client are in constant contact with you, create a folder just for them so you don't have to chase down messages.

2. Begin grouping similar messages. Using key words, topics or other similarities to organize messages can help you to keep like items together.

3. Sort messages quickly in your mailbox folders by changing how they are displayed. Click on "view" at the top of your Outlook window and choose how you would like to arrange them. Outlook can organize them for you by date, conversation, who they are from or sent to, the folder they are in or the size of the message.

4. Check out the color feature. Assign colors to senders with Outlook labels. Let's say you work with the purchasing for your company. You can add a color for manufacturer contacts to help them stand out in your inbox. This way, with a glance, you can tell if there are messages regarding purchases without even reading the senders name or title of the message.

To begin using this tool, select an e-mail message, then select the "tools" menu and click "organize". Under "ways to organize stories", click "using colors" and select the color you would like to apply. From that

How a shadow copy can be a lifesaver

You just spent two hours updating an important report for your presentation in 30 minutes. Then you realize you have written right over some of the information you needed. What do you do?

We receive many frantic calls from clients who have deleted or overwritten a file they need for a meeting

right away. Fortunately, shadow copying can help you to recover your data fast.

What is a shadow copy? A shadow copy is a stored duplicate of a saved document. This feature enables users to restore previously saved versions of
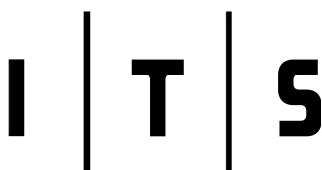
Is your Outlook stuffed...

(Continued from page 1)
moment forward, all messages from that sender will appear in the color chosen.

5. Mailbox rules can help you route your e-mail more efficiently. This is a wonderfully freeing tool. You can create the rules, put them in force and they will never be broken. For those of us who have spent time with teenagers, this is a miracle.

By creating Outlook rules, you can save time and make organizing your inbox a breeze. Outlook will automatically perform actions on incoming and outgoing messages based on the criteria you create. Setup outlook rules to sort through subject headings, assign categories, and flag meeting requests automatically.
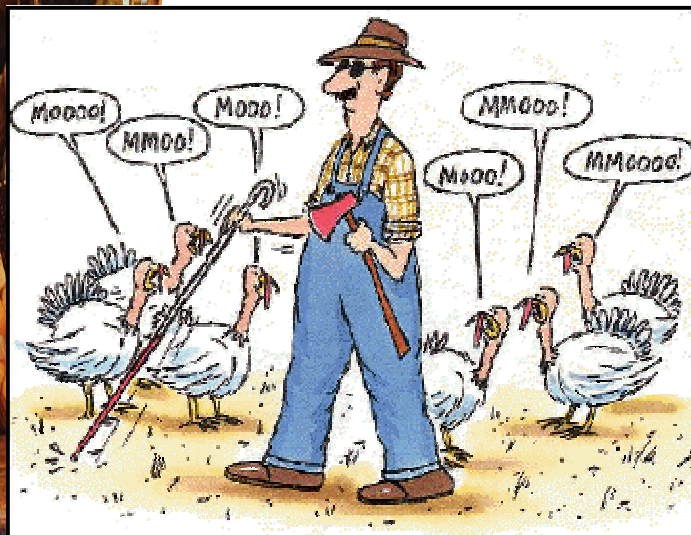
6. Change your habits. Use quick flags to color coat or check off e-mails as you review or reply to messages. Flagging messages in Outlook can help you prioritize messages or mark them for further action. Outlook is equipped with six different colored message flags to identify items for different types of follow-up.

To place the flag menu on your standard tool bar, select "tools" at the top of your Outlook window, choose "customize" and "commands". In the categories list, select "actions". Look for "follow up" in the list to the right, drag and drop the menu to save it with your standard tool bar and use it everyday while you breeze through your messages.

7. Setup junk filters for your e-mail. Keep those distracting uninvited junk mail messages out of your way using Outlook junk e-mail filters. Any items deemed junk mail will no longer appear in your inbox. A separate folder will collect them for you to review at your leisure.

Oops! A message you needed didn't get through? No problem — you can add the sender to the "safe senders" list by right clicking on the message and adjusting your junk e-mail options.

Follow these 7 easy steps to organizing your inbox and you will never have to worry about missed or misplaced messages again.

How a shadow copy...

files quickly without having to call for help or sift through backup files.

Do I have the Shadow Copy feature?
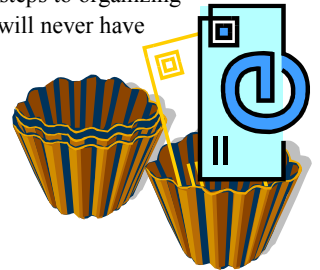If you are running on Windows Vista Ultimate or Business editions, you are in luck. These new soft-

ware packages include the shadow copy feature that enables you to access and restore previously saved versions of your documents.

If you would like to check your folders and documents to ensure your shadow copy feature is active, just follow these three easy steps:

1. Open the folder you wish to check
2. Right click anywhere in the background or on a specific file. This will bring up a small menu full of options
3. Choose "Properties" at the bottom and look for the tab labeled "Previous Versions"

If the "Previous Versions" tab is there you can rest assured a shadow copy of that folder or file exists.

How do I use a Shadow Copy? When you choose the "Previous Versions" tab, a list of the previous versions of the folder and contents or file you chose will begin to populate the window. Look for a copy of the file that you would like to work with. You can view, copy or restore it in an instant.

Robotic helping hands from iRobot

The Roomba, Scooba, and Looj are all great iRobot products designed to help you save time and enjoy all the comforts of a clean home or office.

This is too good to be true. Just turn on these helpful robots and let them do the dirty work for you. The Roomba is a vacuum cleaning robot, the Scooba washes floors and the Looj cleans gutters. If that is not enough, you can create your own robot with the iRobot Create package.

The Roomba can save you countless hours of vacuuming day-to-day. The new iRobot Roomba vacuum cleaning robot can be scheduled to clean up particles and debris on time every time. You schedule cleaning times and when vacuuming is complete the Roomba will dock itself on the charger. Roomba is so smart that when the battery is running low it knows to return to home base. Wow, if only cell phones could do that!

The Scooba takes the drudgery out of everyday mopping. Forget the janitor, avoid stepping in coffee spills in the break room all day long with the Scooba. This efficient little robot will prep, wash, scrub and squeegee tile, linoleum and even hardwood floors.

The Scooba is a very practical product for offices and homes. There are only 4 easy steps to get your Scooba going. First, charge the Scooba. Then fill

the Scooba's tank with the provided cleaning fluid and set the cleaning cycle. The Scooba will figure out the best route for cleaning your floor. Scooba cleans an average of 5 times in just 45 minutes. When the cleaning cycle is complete the Scooba jumps right into a 5 minute drying mode to dry the brushes and cleaning system for you. The last step, simply empty and rinse the dirty tanks with warm water after the cleaning. You too can have clean floors without getting down on your hands and knees to scrub or hiring a maid. Save time and money with these helpful gadgets.

The Looj is truly a one of a kind. Now you don't have to get out there in the yard and move the ladder all around your home or office just to clean out the gutters. The Looj is a remote control gutter cleaning wonder. The Looj cleans an entire stretch of gutter from one location, reducing the number of times a ladder must be repositioned and climbed during standard cleanings. With the Looj, you can clean up to a 60 foot section in just 10 minutes.

Even though your friends and colleagues may tease you about becoming a part of the Jetson family, you

Who Has The Most Stressful Profession?

According to a story by Louise Jaggs, a SkillSoft survey, found that the top 10 most stressful professions are:

1. Information Technology Workers
2. Medical or Healthcare Professionals
3. Engineering
4. Sales and Marketing
5. Education
6. Finance
7. Human Resources
8. Operations
9. Production
10. Clerical

97% of information technology workers say their work lives are stressful on a daily basis and 25%

who took the survey said they had to take time off to deal with stress. Four out of five said their stress starts before they arrive at work just anticipating what the day is going to be like. (I guess it's a GOOD thing you outsource your computer support to us!) What were the top 10 work stressors overall?

1. Workload
2. Feeling undervalued
3. Deadlines
4. Type of work they had to do
5. Having to do other people's work
6. Lack of job satisfaction
7. Lack of control over the working day
8. Having to work long hours
9. Frustrations with the work environment
10. Meeting targets

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INTELLIGENT TECHNICAL SOLUTIONS

November 2007

7500 W. Lake Mead Blvd.
Suite 9-196
Las Vegas, NV 89128

(702) 869-3636
(888) 969-3636 toll free

"We make all of your computer problems go away without the cost of a full-time I.T. staff"

Ask us about our fixed price service agreements — UNLIMITED support at a flat monthly fee you can budget for just like rent!

Robotic...

will never want to live with out your iRobot products once you try them.

The iRobot Create is a programmable robot for classroom learning or budding robotocists. It comes standard with wheels, motors for movement, sensors and a series of connectors. You can send Create commands from a computer or add the fully programmable iRobot Command Module for on-board control. Imagine, you creating an automatic television remote control retriever, an automatic soda fetcher or even an automated toilet seat closer. No more nagging from your wife!

It's time to splurge! Invest in a Roomba, Scooba or Looj and free yourself from sticky coffee on the bottom of your best dress shoes 2 minutes before a million dollar meeting. Automation can't be all bad if you don't have to push a vacuum, you can retire your mop and stand by while your gutters are cleaned at lightning speed.

To learn more at iRobot.com

Inquiring Minds...

Cost effective color printing options are here The cost for a color printer has finally balanced out with black and white. Now there is no excuse not to add a little color to the documents you print everyday. With the new Xerox Phaser 8860/8860MFP you no longer have to worry about astronomical costs generally associated with color printing. Stop sending your color print jobs to a professional. Bring professional quality equipment to your office and save a bundle.

The Phaser 8860 series printers are color multifunction printers that make it easy to create beautiful color documents for the same cost as your typical black-and-white prints. It's not a dream. Now everyone in your workgroup can enjoy printing with color, making your correspondence and presentations pop!

I won't lie, the cost for the new 8860 printers are a bit more than you would pay for a standard black and white. However, you make up the difference with the extremely low costs for ink and maintenance. The Phaser 8860's use color ink sticks that cost a fraction of laser toner cartridges. So, the more you print the more you save.

Web program edits photos Welcome to the world of online photo editing, free with picnik.com. This is an easy (and free) way to sharpen up your photos, add color (or make them black and white), rotate, or take away red eye.

With this site you upload your photos and use the online tools to edit them. Then you can e-mail the finished photos right from the Website, or download them to your computer to print.

Test it out today! Picnik.com is free for now and has one of the widest varieties of photo editing tools available allowing you to quickly and easily make changes to your photos and undo changes, too.

I'd Love To Hear From You

Is there an article you would like to comment on? Is there a topic you want me to research? Have a funny story or a resource you want to share with the other subscribers? Send it to me! We are always looking for new and useful content to add to our newsletter.

Tom Andrulis

888-969-3636

toma@itsasap.com

www.itsasap.com