



Websites of Interest

www.chef2chef.net
a culinary portal

www.prettyloaded.com
file loading animations

www.bartelby.com
literature & reference books online



The last week of January and the first week of

February are, on

average, the coldest time of the year in the Philadelphia region. It's also the time when record temperatures deviate the most from the average. The record highs and lows range 30 to 35 degrees from normal, while in the height of summer the record temperatures are only 15 to 17 degrees out of line.

Using the Web

Is your website presenting your company's best face to the public? Is the information in it up to date? Do you have a website?

Comp-U-Tech's new Content Management System (CMS) allows you to update your site's content yourself, through your browser. The great benefit of CMS is that it protects your site's layout from accidental corruption while giving you the opportunity to update the information whenever you want to, from any computer with an Internet connection, without knowing HTML code.

The content of your site is secure—you have your own user name and password. No one can edit your pages without your permission.

You make all the edits through your web browser; there's no new software to install or to learn. And if you need help figuring it out, we have 20 videos on our website that will walk you through the tasks.

You don't have to learn any HTML code, it's all done through a graphical interface, just like a word processor.

Only specific pages—which you choose—are available for editing. You can even limit the editing to parts of a page. If you have a page with, for example, an event calendar and company information, the calendar can be accessible while the other text is protected.

If you'd like to try it, visit the CMS page on our site, www.comp-u-tech.net/cms.htm and click the link in the right column. Then press Ctrl-Y and use the word *tester* for both the username and password (or go to the Help page, and click the link to the CMS page). In order to make it simple, we have removed some advanced features from the demo.

If you would like more information about our CMS or our Web design and hosting services, call Bill Pearson at extension 202.

Client Profile

Arizona Designs, on Rte. 73 in Maple Shade, has been providing design and signage services in the region since 1985. Their services include advertising, branding and logo design as well as production of the final printed product.

The product that you may, subconsciously, be most familiar with are their vehicle wraps.

Jeff Chudoff, President and Creative Director, describes the impact that a car, truck, or van can have "A wrapped vehicle that travels 12,000 to 15,000 miles a year is seen 80,000 times each month."

With the right graphics, that vehicle can give a lot of positive impressions to a huge

audience, especially when it appears at the right events and in conjunction with special promotions.

Full-color wraps are the most eye-catching of the mobile art produced by Arizona Designs,



but their work includes magnetic signs, photo-quality digital printing, banners, stationery, trade show displays, large-format posters, billboards, and much more.

Their website contains more information and samples of their work in all media:

www.arizonadesignsinc.com (turn your computer's speakers down first)

Or call them at 1-800-600-1412.



Partner

856-234-0091



www.comp-u-tech.net

View this newsletter online on our website.

Written by Bill Pearson

Microsoft®
Small Business
Specialist

How Do I...

Get Organized with Outlook

Outlook can do much more than you may be asking of it.

Many people use its separate components individually, without displaying them together—integrated in the Outlook Today screen. Outlook Today is an alternative view of the program. To see it, click on the Personal Folders icon in the left side pane. It consolidates your calendar, e-mail and task views so that you can use Outlook to manage many of your daily routines. At a glance, you can see your appointments for the coming week, the messages in selected e-mail folders, and your task list. All of the items in the Outlook Today desktop are live links; clicking on any of them will open that item. If you manage your work with Outlook, this can save you some time by giving you single-click access to your appointments and tasks. The Outlook Today window is customizable to a degree; click the button in the upper right corner of the window.

You may be satisfied with viewing your emails, calendar, etc. separately, toggling back and forth as needed. To aid you in those views, put colors to better use.

To emphasize important e-mails as they arrive in your Inbox, click on the organize icon or click *Tools, Organize*. From the window that opens, you can program Outlook to automatically categorize your e-mails as they arrive by selecting *Using Colors*. Click on an e-mail (that enters the sender's e-mail address in the appropriate

window), and choose a color to assign to that sender. You might have all e-mails from people you report to turn red and e-mails from your team members turn blue and those from important clients turn green; it's up to you. As you select the colors, click *Apply Color*. Outlook will scan your Inbox and apply that color to all e-mails from that person.

You are limited to approximately 24 people to whom you can assign a color, and, unfortunately, you can't set a rule for a whole domain (i.e.: all mail from acmeanvils.com). Colors are not exclusive, many senders can share the same color.


You can also direct e-mails from sources directly to subfolders with the *Using Folders* feature. That's handy for auto-generated reports, etc., that you will deal with at a later time, but less so for mail from individuals (if you send mail automatically to many folders, you have to check each folder for new mail).

To modify your selections, click the link labeled *Automatic Formatting...*, and to close the window, click the black X in the corner.

You can color appointments in a similar manner. While in the New Appointment window, click the red, blue, and green grid icon (in Outlook 2003) or the Categorize icon in 2007.

The categories have generic labels that you can change by clicking the *All Categories...* icon and

renaming them. Now, at a glance, you can see, by the color of the item in the calendar, what kind of appointment it is.

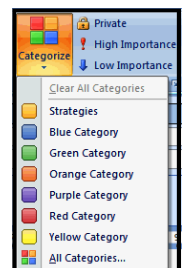
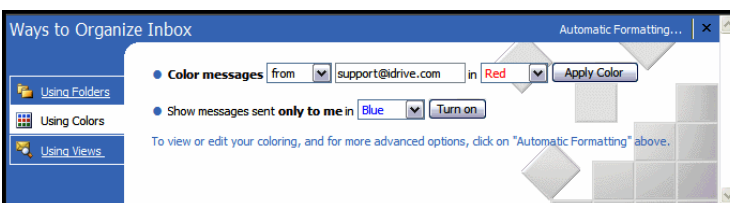
 If you keep a large amount of e-mail and have to search through it often, you can set up special folders that do your searches in the background.

In the Folder list, click the + sign next to *Search Folders* to display four preset searches. If you want to find e-mails with contracts attached, you might use the Large Mail search folder to pull out all the largest e-mails (which are probably large because they have attachments).

You can create your own folders with customized search criteria. Right-click on the *Search Folders* and choose *New Search Folder*. Now, you could create a folder to search for all e-mails with attachments of any kind or with key words in them, etc.

Work your way through the options and save your new folder. Now, every time you need to find an e-mail of a certain type, the search has already been done for you, automatically, as the e-mails arrive in your Inbox.

These are not folders that store files; they are folders that hold meta-data about files. They are means to assign criteria to e-mails without actually changing how the mail is stored.



Comp-U-Tech is partners with:

